

Washington Park District

Outdoor Facility Rental Application

Name of Group: _____

Name of Individual: _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Work Phone: _____

Picnic Shelters

- Wenger Shelter (Washington) Rotary Shelter (Washington) Grange Shelter (Washington)
- George Jirgis Shelter (Meadow Valley) Jaycee Shelter (Meadow Valley)
- H.G. "Fuzz" Weston Shelter (LaHood) Ron Gregg Shelter (Oak Ridge) Civic Shelter (Bowen Lake)
- Candlewood Shelter Swietzer Shelter Westgate Shelter

Baseball/Softball (Lighted Diamonds)

- Jan Smith Field (Lincoln 3-SB) George Curtis Field (Lincoln 5)

Baseball/Softball Diamonds Requested

- Lincoln 1 Lincoln 2-BB Lincoln 4 Lincoln 6
- Central 4 Central 5 Central 6
- Oak Ridge 1 Oak Ridge 2 Oak Ridge 3

Turf Soccer Fields

- Oak Ridge 1 Oak Ridge 2 Oak Ridge 3 Oak Ridge 4
- Oak Ridge 7 Oak Ridge 8 Oak Ridge 9

Football Fields

- Oak Ridge 5 Oak Ridge 6 (Horton-Radcliffe Field)

Option Day Date Time

All groups renting facilities from the Washington Park District agree to abide by the rules and regulations established by the Washington Park District on the opposite side of this application.

Representative's Signature

Date

Office Use Only

Facilities/Service	No. of Hours		Rate	Sub-Total
		x		
		x		
Total Amount Due				

<input type="checkbox"/> Approved by: Signature _____	<input type="checkbox"/> CC: Supt. of Parks Date _____
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	Amount Due	Date Due	Paid by:	Check #	Date Paid	Staff
Deposit Due			C K V MC			
Balance Due			C K V MC			
Misc. Add on			C K V MC			
Total						

Application Procedures

1. Applications will be processed in order of receipt.
2. Applications must be completed in full and signed by an adult, 21 years or older, who will assume responsibility for the group and be present during the rental period.
3. The facility will not be reserved until payment is received.
4. Refund requests made 10 days prior to the rental will receive a 100% refund, less \$5 for an administrative fee.
5. The Washington Park District reserves the right to retain all or a portion of the payment if the facility rental is canceled within 10 days before the rental date.

Rental Rules and Regulations

1. The Washington Park District shall assume no responsibility for any accident, injury or loss of property. The renter shall hold the Washington Park District Board and staff members harmless for any costs or liability resulting from activities or programs of the renter. Please be aware that by signing the application, the signee is waiving and releasing all claims for injury and/or damages for themselves and to the others of his/her group that might arise out of the rental.
2. **Certificate of Insurance:** A certificate of insurance is required for a rental by a company, business, community or non-profit organization and/or if the event is open to the public. The certificate must provide insurance coverage of at least \$1,000,000 for bodily injury/property damage. Washington Park District must be named as additional insured, and receive the insurance certificate on file 15 days prior to the event, or the rental will be cancelled.
3. All functions at Washington Park District facilities must be in accordance with Park District standards and, therefore, not in violation of any Park District regulation or ordinance.
4. Facility use may be terminated by the Park District in the event of an emergency, breach of the rental agreement or in the event that the facility is required for any Park District program. It is the prerogative of the Park District Administrator to cancel any standing permit if deemed in the best interest of the Park District. Disorder among patrons may be cause for cancellation of a permit, and may cause for denial of future permits.
5. The closing hour for outdoor facilities is ½ hour after sunset for non-lighted facilities and 11:00 PM for lighted facilities.
6. Alcoholic beverages and illegal drug use is not allowed on Washington Park District property.
7. Motor vehicles should be operated and remain on designated roadways and parking areas only.
8. The renter is responsible for returning the facility to the same condition as it was before the rental. The renter should pick up any waste and place in the proper receptacles.
9. Grills are allowed although charcoal should be disposed of in the proper manner.
10. Please report any damage immediately to a park district employee.
11. The Washington Park District is not responsible for any clothing, equipment or other articles left at the facility.
12. Applications will not be accepted for individuals or groups charging admission or fees with purpose of private monetary gain unless permission is granted from a Park District Administrator.
13. Posting of advertisements of any product or service for sale is not permitted.
14. Allocation of fields will be done based on the Washington Park District Field Use Policy and any interpretations will be up to the discretion of the Executive Director of the Washington Park District. Baseball and softball field availability is extremely limited in the months of April-July and rentals will likely not be available.

Rates

	Baseball/Softball Diamonds	Lights	Soccer Fields	Shelters
Schools	No Charge	\$20/hr + \$15	\$20/hr.	\$0
Residents	\$30/hr (min. 3 hours)	\$20/hr + \$15	\$40/hr.	\$30/\$40*
Non-Residents	\$50/hr (min. 3 hours)	\$30/hr + \$15	\$60/hr.	\$40/\$50*

*Premium Shelter Rentals: Gregg Shelter, Wenger Shelter and Weston Shelter runs \$40R/\$50NR.

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