



**Viking Park Community Center  
2018 Conference Room Rental Application  
4374 Old Grand Ave., Gurnee, IL 60031**

**Reservation #**

Rental Date Requested: \_\_\_\_\_ Event Type: \_\_\_\_\_

Rental Hours: From \_\_\_\_\_ am / pm To \_\_\_\_\_ am / pm Approximate Attendance: \_\_\_\_\_

Renter Name: \_\_\_\_\_

Address: \_\_\_\_\_ City / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Rental applications must be filled out in full with the waiver signed and dated in order to process your application. Proof of residency must be provided and security deposit paid. Reservations may be placed in person at either Community Center, via email or fax. No reservations will be taken via phone or on-line. Reservations are approved on a first-come, first-served basis, as measured by the receipt of a complete application and all related deposits and fees. Submitting an application is not a confirmation of the rental. All fees are to be paid in full 30 days prior to your scheduled event. The Park District reserves the right to reassign space without notice. Park District programs have priority in scheduling. Fees are subject to change.

**Availability: Weekdays**

**Max Attendance: 18 seated, 30 theater style**

**Rental Information & Fees:**

	<b>Resident</b>	<b>Non Resident</b>
Security Deposit	\$100	\$150
Hourly Rental Fee (2 hour minimum)	\$ 35	\$ 53
After Hours Building Attendant - <i>Weekdays after 5:00p</i>	\$ 13	\$ 13

**Room Amenities:**

Room Size 16' x 22'	8' Countertop with Sink	10 cup Coffee Maker	2 - 60 oz. Water Pitchers
6' Tables	Padded Folding Chairs	Projector Screen	Flip Chart Stand <i>Only</i>
Free Wi-Fi	Podium		

**Setup Request:**

Tables and chairs are provided according to the final attendance count and will be set up prior to the beginning of the event time.

- Lecture Style: Presenters will have 1 main table with 30 chairs set up theatre style.
- Classroom Style: 1 table and chair at head room, 4 tables of 3 participants with chairs facing front.
- Committee Style: 6 tables positioned in a square, 18 chairs facing center.
- Conference Style: 2 tables placed end-to-end, 12 chairs around the outside.

**For more information, contact Lori Friedl ~ 847-599-3760 ~ [lfriedl@gurneeparkdistrict.com](mailto:lfriedl@gurneeparkdistrict.com) ~ Fax 847-623-8121**

Attach copy of Photo ID here for recognition.

Visit our web at [GurneeParkDistrict.com](http://GurneeParkDistrict.com)  
for a Virtual Tour of this Facility

12-15-17

<b>Resident / Non-Resident</b>	<b>Paid</b>
Security Deposit	\$ _____ <input type="checkbox"/>
Rental Fee	\$ _____ <input type="checkbox"/>
Equipment Fees	\$ _____ <input type="checkbox"/>
Building Attendant (\$13/hour) <i>After regular business hours</i>	\$ _____ <input type="checkbox"/>
<b>Total</b>	<b>\$ _____ <input type="checkbox"/></b>

## Viking Park Community Center

**Alcohol:** No alcoholic beverages shall be sold, brought within, given away, delivered or consumed on Park District property. Evidence of any alcohol consumption will result in the immediate termination of the rental and loss of Renter's Security Deposit.

**Attendance:** To ensure the safety of your guests, the total number of your party may not exceed max attendance listed on the approved application. *If the actual attendance is larger than the number stated on this application, the deposit may be forfeited.*

**Behavior:** All activities must be conducted in an orderly manner. Foul or abusive language, attempted/physical confrontation is not permitted and will result in immediate expulsion from the facility.

**Building Attendant:** A \$13 per hour fee will be charged to cover the cost of a building attendant when using the facility beyond normal business hours.

**Cancellations:** Must be in writing 30 days prior to the rental date in order to receive a refund less a \$15.00 service charge. After that time, no refunds are issued for cancellations including all rental fees paid. The Gurnee Park District, at its discretion, reserves the right to cancel any rental due to unforeseen circumstances that would prevent the renter from safely utilizing or reaching the rental facility (e.g. flood, fire, etc.). In the case of a cancellation by the Gurnee Park District for this reason, the renter shall receive a full refund of all rental fees including deposit.

**Clean Up:** Gurnee Park District property and equipment must be restored to its original condition and all decorations must be removed by the renter following the event. Return any moved furniture or equipment to their original position. Custodial staff will empty garbage and remove tables & chairs. Insufficient clean-up will affect the refund of the renter's deposit

**Decorations:** Decorations may be affixed using painters tape, string or fishing line. No staples, tacks, screws, nails or other types of tape are permitted. Confetti, glitter, sprinkles and colored hair spray are prohibited. Ladders are available upon request.

**Deposit Refunds:** The Security Deposit is due at the time of registration and is not included in the rental fees. After the event, an inspection of the premises will be completed. The deposit will be refunded in full if the renter complies with all the rules and regulations on the rental application. It is further agreed to reimburse the Park District in full for any costs for repair, replacement or cleaning of the premises or equipment which exceed the amount of the deposit. All refunds are processed in the form of a check or credit card. Upon approvals, refunds will be issued 7-10 days following the rental. Checks will not be available for pickup.

**Emergency Contact:** Call Lori at 847-815-5031.

**First Aid:** A First Aid kit is available in the conference room. An AED (Automated External Defibrillator) is located on the hallway wall near the restrooms.

**Hours:** Hourly fees are based on your *presence in the building*. No items can be stored at or delivered to the facility before or after your contracted time on the approved application. Please arrive no more than 10 minutes in advance of the start of your rental. Your rental time should include the decoration and clean-up of your event. All events must start and end per hours listed on the approved rental application to avoid an additional charge.

## Rules & Regulations

**No Smoking:** Gurnee Park District Ordinance prohibits use of any tobacco products on or within twenty-five feet of any Gurnee Park district playground, sports field, skate park, shelter or structure. Please use designated smoking areas.

**Office Supplies:** Renters must bring their own office supplies, including dry erase markers, eraser, and tacks for bulletin board, projector, flip chart paper and flip chart markers. A projector screen is available for use and is included in the rental fee upon request. Access and use of Park District supplies in the cabinets and storage are prohibited

**Organizations:** Any organization wishing to have a community event must be reviewed and approved by Park District staff.

**Parking:** No standing or parked cars are allowed in front of the entrance except for loading & unloading.

**Payment:** Payments can be made using cash, check, Discover, Visa or MasterCard. Checks should be made payable to the Gurnee Park District. All fees are to be paid in full 30 days prior to your scheduled event. Any check that is deposited and returned by the bank for any reason will result in an additional \$10 charge.

**Playground:** The playground may be used and must be shared with the public.

**Rental Companies:** Any entertainment, supplies or equipment brought in from a rental company or personally owned *must be listed for pre-approval* and may require a Certificate of Insurance with a one million dollar General Liability Coverage having the Gurnee Park District listed as additionally insured by the insurance company. A copy must be provided to the Park District 2 weeks prior to the event. Check with the Rental Coordinator for specifics.

**Renter:** Renter must be 21 years of age or older and in attendance during the entire event. The renter must declare on the application all activities which will take place on Park District property. The Renter will assume full responsibility for the rental and is solely responsible for the actions of any member of the group. The Renter and guests are limited to using only the requested and approved rooms on the application. Use of additional rooms/outlying spaces will result in additional charges. The Renter must be the last person to checkout with Gurnee Park District staff before leaving.

**Rescheduling:** Dates are subject to availability and an administrative fee of \$15.00.

**Resident Rate:** The term "resident" refers to Park District residents who live within the Gurnee Park District boundaries and who contribute financial support to the Park District through taxes. Some residents with a Gurnee mailing address may not be residents of the Gurnee Park District. Proof of residency is required with the application including a valid Driver's License or State ID.

**Room Set Up:** Tables and chairs will be set up according to the provided map you have chosen before the start of your event. *Renters are not permitted to retrieve any additional tables, chairs, or equipment.*

**Tickets/Fees:** The Renter may not charge an admission, sell tickets or solicit donations on park district property without the written consent of the Gurnee Park District Director and Board of Commissioners. This includes selling any articles or accepting orders for articles. Gambling in any form is prohibited.

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Initial

**GURNEE PARK DISTRICT - FACILITY RENTALS  
WAIVER, RELEASE, INDEMNITY AND HOLD HARMLESS**

**PLEASE READ THIS FORM CAREFULLY.**

As used in this Agreement, the terms "I", "me," and "my" refer to the undersigned and all of my participants, guests and spectators, and each and all of their successors, heirs, executors, trustees and assigns. The terms "you" or "your" refer to the Park District.

The terms "facility" or "premises" means any and all real property, machinery, equipment, and apparatus, and any other fixtures and appurtenances contained thereon.

The term "equipment" means any and all personal property, including but not limited to sporting goods and equipment, rented to me in relation to the use of the Park District premises.

In consideration for the Park District permitting me to rent, lease and/or reserve all or any portion of the premises and equipment described herein, and as a condition of such rental, lease or reservation, I agree that I:

- **Have read, fully understand and will comply with all facility and equipment rules;**
- **Knowingly and voluntarily assume the risk of participating in any and all activities on the premises;**
- **Recognize that my use of the premises or certain equipment may require strenuous exertion, carry the potential for bodily contact or may be characterized as "hazardous recreational activity", and carries with it certain inherent risks of injury, death and damage to real or personal property;**
- **Have inspected the premises and equipment and have found it to be in a safe condition for the activities which I intend to conduct thereon;**
- **Knowingly and voluntarily waive, release and discharge the Park District and its officers, agents, employees, volunteers and independent contractors (collectively, the "Released Parties") from any and all claims for injuries, damages or loss, of any kind or severity whatsoever, which I might sustain as a result of participating in any and all activities on the premises by reason of the nature of such activities or the physical condition of the premises; and**
- **Shall indemnify, defend and hold harmless the Released Parties from any and all claims for injuries, damages or loss, of any kind or severity whatsoever, which might be sustained as a result of my participation in any and all activities on the premises by reason of the nature of such activities, the physical condition of the premises or the nature or lack of supervision.**

In the event of accident, injury, or sudden illness, I authorize needed medical treatment by a physician and/or hospital selected by the Park District.

I understand that digital images/video may be taken during Park District activities or on Park District property and I give my permission to you to use such images in print or digital media, including the Internet, to promote the Park District.

I have read and fully understand the above important information, assumption of risk, waiver, facility rules and regulations, and release of all claims and indemnification. I further understand that any advisements or warnings of the particular risks of the subject premises or the facilities thereon are incorporated by reference into and become a part of this agreement.

***The Gurnee Park District is not responsible for lost, stolen or damaged personal items or personally rented equipment.***

APPLICANT: \_\_\_\_\_  
(Print Name)

SIGNATURE: \_\_\_\_\_  
(Signee must be at least 21 years old)

DATE: \_\_\_\_\_

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**DESCRIBE EQUIPMENT TO BE USED:**

Coffee maker, water pitchers, tables, chairs, garbage cans, recycling bins, projector screen, flip chart stand, podium, conference phone.

**DESCRIBE PREMISES TO BE RENTED:**

***Viking Park Conference Room***