



**Hunt Club Park Community Center
2024 Facility Rental Application
920 N. Hunt Club Rd., Gurnee, IL 60031**

For Office Use Only	
Rental Date:	_____
HH Number:	_____

Renter/Organization Name: _____

Address: _____ City/Zip: _____

Phone: _____ Email: _____

Requested Rental Date: _____ Event Type: _____ Expected Number of Guests: _____

Rental Start Time: _____ Rental End Time: _____ Total Rented Hours: _____

Expected Number of Guests: _____ Max Capacity: Meeting Rm – 30/ Multipurpose Rm – 40

- *Set-up and clean-up must be included within your rental time.
- *Facility tours available by appointment only.
- *All rentals require 2-hour minimum booking.

Availability:

Monday – Friday: 9 am – 6 pm
Saturday & Sunday: 10 am – 2 pm

Meeting Room– max attendance: 30

Security Deposit
Hourly Rental Fee

Amenities: projector screen, dry erase board, 4' countertop, tables and chairs, carpeted floors, public Wi-Fi

	Resident	Non-Resident
Security Deposit	\$100	\$100
Hourly Rental Fee	\$40	\$60

Multipurpose Room– max attendance: 40

Security Deposit
Hourly Rental Fee

Amenities: projector screen, mirrored wall, 12' countertop, sink, mini-fridge, tables and chairs, hardwood floors, public Wi-Fi

Security Deposit	\$100	\$100
Hourly Rental Fee	\$50	\$75

For more information, contact Tina Burfield at 847-599-3758 or TBurfield@GurneeParkDistrict.com

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Rental Application	Completed
Check ID	<input type="checkbox"/> _____
Contract Signed	<input type="checkbox"/> _____
Entered into RecTrac	<input type="checkbox"/> _____
Work Order	<input type="checkbox"/> _____
Room Set-up	<input type="checkbox"/> _____
Certificate of Insurance	<input type="checkbox"/> _____

Payments	Paid
Security Deposit	\$ _____ <input type="checkbox"/> _____
Rental Fee	\$ _____ <input type="checkbox"/> _____
Total	\$ _____ <input type="checkbox"/> _____
Deposit Refunded	\$ _____ <input type="checkbox"/> _____
Notes:	

Hunt Club Park Community Center Rules and Regulations

Alcohol: No alcoholic beverages shall be sold, brought within, given away, delivered or consumed at the Hunt Club Park Community Center.

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. Surpassing the maximum will result in the event being closed and guests will be asked to leave the premises.

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.

Cancellations: All cancellations must be in writing 30 days prior to the reserved date to receive a full refund minus a \$25 administrative fee. Cancellations made less than 30 days prior will forfeit their security deposit. 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 facility (e.g. flood, fire, etc.). In the case of a cancellation by Gurnee Park District, the renter shall receive a full refund of all rental fees including deposit.

Certificate of Insurance: Any professional entertainment, catering, 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 Gurnee Park District listed as additionally insured. A copy must be provided to the District 30 days prior to the event.

Clean-up: Gurnee Park District property and equipment must be restored to its original condition. Tables and chairs must be returned to their original place or setup. All decorations and tape must be removed by the renter following the event. If extra garbage bags are needed, it is the responsibility of the Renter to notify a Park District employee at the time the bags are needed. Excess garbage must be tied up and left beside trash receptacles for custodial staff. Insufficient clean-up will affect the refund of the renter's security deposit.

Decorations: Nails, staples, tacks, hooks, or clear adhesive tape may not be used to hang decorations on the walls. Command Hooks, fishing line or blue painters tape are recommended. Confetti, glitter, and colored hair spray are prohibited.

Deposit Refunds: The security deposit is due at the time of reservation 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 has complied with the approved contract. 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 original deposit. All refunds are processed in the form of original payment. Upon approval, refunds will be issued 7-10 business days following the rental. Checks will not be available for pickup.

First Aid: A First Aid Kit is available at the front desk. An AED (Automated External Defibrillator) is located in the hallway near the restrooms.

Fitness Center: Use of the Fitness Center and gymnasium are not included in your rental.

Hours: All events must start and end per hours listed on the approved rental contract to avoid an additional charge. No items can be stored at the facility before or after your approved rental time. Set-up for event is not permitted prior to the approved start time on the application. Staying past the time on your approved contract will affect your security deposit and may incur additional charges.

Music: No event shall produce noise levels that interfere with or detract from the general enjoyment of the general public in the facility. GPD Personnel can require volume to be lowered if deemed necessary. Regarding music lyrics, please respect the families with children within the facility.

No Smoking: Gurnee Park District Ordinance prohibits use of any tobacco products on or within 25 feet of any Gurnee Park District playground, sports field, skate park, shelter or structure, or 15 feet of facility entrances/exits, windows that open and ventilation intakes.

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 in the meeting and multipurpose rooms and is included in the rental fee. Access and use of Park District supplies in the cabinets and storage are prohibited.

Ordinance Code: All functions conducted on Park District property must be held in accordance with District ordinances, policies and rules. The full Ordinance Code is available at GurneeParkDistrict.com/Parks/Parks-Rules

Organizations: Any organizations wishing to have a rally, race, Walk-a-thon, or other community event, must complete a "Special Use Permit" application to be reviewed and approved by the Executive Director.

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

Payment: Payments can be made using cash, check, Discover, Visa, or MasterCard. Checks should be made payable to 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.

Rental Boundaries: Boundaries are limited to the area designated on the approved contract, bathrooms, and public space. All Park District property furnishings shall not be moved or removed from the premises.

Rental Checklist: The renter is required to complete the Rental Checklist when they enter the building and complete the second portion once cleaning has been completed and before they exit the building at the end of the rental. This is to ensure that the rental space is prepared for the group coming in, and it is returned to its original condition upon exit.

Renter: Renter must be 21 years of age or older and in attendance during the entire event including set-up and clean-up. 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 is responsible for cleaning after the event and leaving the building in the same condition as when they arrived.

Rescheduling: Dates are subject to availability and an administrative fee of \$15.

Reservations: Reservation is not confirmed until application is completed, proof of residency is provided, and the security deposit is paid. The security deposit is in addition to the hourly rental fees. Gurnee Park District reserves the right to keep part or all of the security deposit in the event the renter and or participants fail to comply with the established guidelines, if damage has occurred, or the room was not sufficiently cleaned.

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

Room Set-up: Rectangle tables and chair will need to be setup by Renter upon entry at beginning of rental time. Renters are not permitted to retrieve any additional tables, chairs, or equipment. There is no kitchen on site. Gurnee Park District does not supply dinnerware or silverware.

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 Executive Director and Board of Commissioners. This includes selling articles or accepting orders for articles. Gambling in any form is prohibited. If the renter is requesting to sell food, a permit from the Lake County Health Department is mandatory.

Gurnee Park District is not responsible for lost, stolen, or damaged personal items or personally rented equipment. The front desk will answer general questions and facility related needs and enforce rules and policies of Gurnee Park District. Any issue that cannot be solved by the content of this contract shall be resolved at the sole discretion of Gurnee Park District.

By signing, you acknowledge you have read, understand, and agree to follow the above rules as well as all Gurnee Park District Ordinances

Signature: _____ **Date:** _____

**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 and regulations;**
- **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: _____