

KINGSBURY PARK DISTRICT

Shelter Rental Agreement



General Rules:

1. If a scheduled event at any park is open to the public, a Certificate of Insurance naming the Kingsbury Park District as "Additional Insured" is required.
2. The Kingsbury Park District Board reserves the right to refuse the use of any of its facilities to anyone.
3. Shelters are provided for the rates listed below:

	<i>Patriot's Park</i>				<i>Jaycee Park</i>	<i>Wm S Wait Park Available only during pool hours</i>	<i>Nature Preserve</i>	<i>Bounce House Fee</i>
	<i>Main</i>	<i>Lake</i>	<i>East</i>	<i>West</i>				
<i>Park District Resident</i>	\$30.00	\$30.00	\$15.00	\$15.00	\$30.00	\$30.00	\$30.00	\$25.00
<i>Non-Park District Resident</i>	\$40.00	\$40.00	\$25.00	\$25.00	\$40.00	\$40.00	\$40.00	\$25.00

4. In order to confirm a reservation date the reservation fee must be paid and a signed agreement submitted within **seven days from the day the original request is made. If reservation is made within 7 days of the reservation date it must be submitted to the office no later than Thursday at 12:00 pm. If either payment or the agreement is not received within seven days from the day of the original request, the reservation will be cancelled immediately and without further notice.** The reservation fee is non-refundable, and no substitute dates will be allowed.
5. The applicant shall be responsible for any thefts of Park District Property or damage thereto and shall reimburse the Kingsbury Park District for the amount as the case may be for such thefts or damages.
6. The Park District and its employees shall not be held responsible for damage to or loss of property or injury to person's while on park premises, regardless of whether they are participants or spectators.
7. Users are responsible for placing trash in proper containers and returning tables to their original location. The applicant shall reimburse the Kingsbury Park District for the cost of any necessary clean-up due to negligence of this kind.
8. Alcoholic beverages are not permitted within the parks.
9. Park hours are posted at each park location.
10. Applicants who wish to rent the Jaycee Shelter on a Sunday may request the use of one of the ball fields. This request must be made at the time the shelter is reserved.
11. Any request to close the gates on Dewey Street is subject to permission from the Park District. A key will be issued to the requestor for the gate locks, and a \$25.00 deposit is required. This deposit will be fully refunded when the key is returned. The gate lock key must be returned on the next business day after the event. If not, the deposit will be forfeited. The requestor assumes responsibility for closing and properly securing the gates before the event and opening and properly securing them afterward.
12. Persons renting the Wm S Wait Shelter will have the option of entering the Pool during regular open swim hours at a reduced group rate. Pool rules and policies can be found in the Recreation Brochure or on our website.
13. All water related slides and water bounce houses are prohibited.
14. All bounces houses must get District Permission, JULIE approval (811), and a certificate of insurance of insurance prior to your reservation date. *There is an additional \$25.00 fee for bounce houses**.
15. All wedding locations must be approved by KPD.
16. Rental agreements must be turned in by Thursday at noon if requesting a weekend shelter rental within

I, _____, do hereby apply for the use of the _____ shelter on
 Printed Name of Applicant

_____ during the hours of _____ am/pm to _____ am/pm and I do hereby agree to abide
 Date

by all the foregoing regulations and to stand responsible for their enforcement.

 Name of Occasion (to be posted on reservation sign)

 Signature of Applicant Today's Date
 (Person signing this contract must be in attendance during the specified time.)

 Street Address

 City/State/ZIP

 Phone Number

 Approx. # of Attendees

<i>For Office Use Only</i>	<i>Amt Paid</i>	<i>Check/Receipt #</i>	<i>Employee Init</i>	<i>Date of Orig Request</i>	<i>Cert Of Ins on File</i>