

KINGSBURY PARK DISTRICT
Patriots Park Meeting Room 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. All rental applications are processed on a first-come, first-served basis. All fees and security deposits must be paid when the rental application is submitted. Dates may be tentatively reserved by calling 618-664-4969 or by visiting the Kingsbury Park District Office at 712 Franklin Ave. To confirm a reservation, both the reservation fee and a signed rental agreement must be submitted within seven days of the original request. **If either the payment or the agreement is not received within this seven-day period, the reservation will be cancelled immediately and without further notice.** All Friday, Saturday, and Sunday rentals made within seven business days of the rental date must be fully completed by Wednesday at 5:00 p.m. prior to the rental. **The reservation fee is non-refundable, and no substitute dates will be allowed.**
4. The Patriots Park Meeting Room is available for Rent for the following fees for 2026:

	Monday-Thursday		Friday-Sunday	
<i>Park District Resident</i>	\$75.00	\$60.00	\$100.00	\$80.00
<i>Non-Park District Resident</i>	\$125.00	\$100.00	\$150.00	\$120.00

5. **Payment & Deposit must be made from the person signing the Room Rental Agreement.**
6. A **\$100.00 Deposit** is required of any person renting the Patriots Park Meeting Room. All or part of this deposit shall be forfeited if the renter neglects any of the responsibilities of this contract. *This deposit will be returned to the renter once the Kingsbury Park District has determined all rental/cleanup procedures are complete, usually within 7 days.*
 - a. The Following Must be Completed to receive a Returned Deposit. Please complete the checklist located in the supply closet when items are completed.
 - i. Floors Swept & Mopped (no sticky spots on the floor)
 - ii. Tables & Chairs were wiped down and returned to their racks.
 - iii. Decorations Removed (including hanging material, such as tape or string).
 - iv. Garbage emptied and placed in the dumpster located outside near the Main Pavilion.
 - v. All lights turned off and Doors Locked
 - vi. Any items listed on the cleaning checklist not mentioned above.
 - vii. **The Checklist must be completed. Failure to complete the checklist will result in an Automatic forfeiture of \$25.00 from your deposit.**
7. The Patriots Park meeting room is available for use from 9:00 AM to 10:00 PM, daily.
8. **Candles and Glitter (including glitter ribbon) are NOT permitted.**
9. Fryers of any kind will not be allowed inside the building or located on the back deck.
10. No open fires/flames on the back deck, including (but not prohibited to) Grills and fire pits.
11. **No decorations or other items may be affixed, taped, or tacked to any wall, door, window, or light fixture. Any damage caused by the use of decorations to the facility will be deducted from the renter's deposit. (Tape on the Walls, Nails, and Staples are Strictly PROHIBITED).**
12. Smoking and alcoholic beverages are not permitted within the Patriots Park Meeting Room.
13. The Park District and its employees shall not be held responsible for damage to or loss of property or injury to people while on park premises regardless of whether they are participants or spectators.
14. The applicant shall reimburse the Kingsbury Park District for the cost of any necessary clean-up or damages due to which the applicant or guests are responsible. 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 for such thefts or damage to the location.
15. All renters and their guests are expected to act in an orderly fashion and will be held financially responsible for any damage occurring to the building, grounds, or equipment.
16. Renters are responsible for obtaining a code for the building.

KINGSBURY PARK DISTRICT
Patriots Park Meeting Room Rental Agreement



I, _____, do hereby apply for the use of the Patriots Park Meeting Room on _____
Printed Name of Applicant

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

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

Name of Occasion (to be posted on reservation sign)

Signature of Applicant
(Person signing this contract must be)

Today's Date

Street Address

City/State/ZIP

Phone Number

Approx. of Attendees

Email Address:

For Office Use Only	Amt Paid	Check/Receipt #	Employee Init	Date of Orig Request	Insurance Certificate
For Office Use Only	Deposit Paid	Check/Receipt #	Employee Init	Deposit Returned	Check Number

Reason for Unreturned Deposit _____

Use of Tape/Nails/Tacks/ anything to adhere decor to the walls WILL RESULT IN AUTOMATIC FORFIETURE OF YOUR DEPOSIT!

CLEANING CHECKLIST FOR Meeting Room at Patriots Park

<u>Task</u>	<u>Renter</u>	<u>KPD</u>
Wipe Down Tables & Chairs		
Return Tables & Chairs to Original Location		
Sweep & Mop Floors (water only)		
Clean Bathroom (flush toilets, wipe down sink, etc.)		
Decorations Removed		
Check walls for residue, if found clean		
Empty Garbage and place in Dumpster by the Main Pavilion		
Return Thermostat to 80° in summer, 60° in winter		
Grill & Deck area picked up		
Turn Out Lights		
Lock Door		

Person Completing Tasks: _____

Any task not completed will result in a fee.

Any damage outside of the cleaning list will be charged an hourly rate.

Renters will be held financially responsible for any damage occurring to the building, grounds, or equipment during the rental timeframe.

Use of Tape/Nails/Tacks/ anything to adhere decor to the walls WILL RESULT IN AUTOMATIC FORFIETURE OF YOUR DEPOSIT!