



DGLC Rental Agreement

1000 W. Wood St., Bensenville, IL, (630) 766-7015 rentals@bensenvilleparkdistrict.org

*Full Payment is due at the time the Application is submitted to the Deer Grove Leisure Center.

*Applications must be submitted at least one week in advance of rental date.

*All BPD Facility Rules & Regulations on reverse side must be followed.

(1) Date Facility Requested For _____ to _____ (2) Time _____
 Dates (if additional) _____ to _____ Time _____
 Dates (if additional) _____ to _____ Time _____

(3) Specify day(s) of week requested (circle all that apply): Sun Mon Tues Wed Thurs Fri Sat

(4) Organization making request _____

(5) Person in charge: _____ Cell # _____ Home # _____

Address _____ City _____

State _____ Zip _____ E-mail Address _____

(6) Briefly describe the activity _____

(7) Number of participants using facility _____ (8) Food or beverages (non-alcoholic only) be served? Y / N

- (9) Please check Room requested:
- Deer Grove Leisure Center**
- Board Room
 - Cedar
 - Hawthorne/Spruce
 - Maple/Elm
 - Oak (As Is Use)
 - Sycamore (Exercise)
 - Exercise Room
 - Dance Studio
 - Gym (East)
 - Gym (West)
 - Gym (Full)

(10) Particular set-up of furnishings or equipment be requested? Y / N
 (If Yes, please clearly describe and/or make a diagram below)

Additional Rental Fees _____ Kitchen (1st Floor) Kitchen (2nd Floor)

The Park District is not responsible for providing equipment/services not requested or approved.

(11) Organization/individual acceptance and agreement to adhere to Park District regulations.

(a) I have read the reverse side of this form and agree to adhere to regulations of the Bensenville Park District, and I hereby further agree that such regulations are an integral part of this application.

(b) It is understood that the total rental fee shall be:

\$: _____ Deposit: _____ Balance Due: _____

(c) Alcoholic Beverages Are Prohibited.

(d) I am responsible for all members of the group at the Facility/Room during the time of the Rental.

(e) I will be present throughout the duration of the reservation.

(f) Applicant Signature _____ Date _____

(Must be an authorized adult representative)

Please fill out if Faxing or Dropping off this form

Credit Card# V M D _____ Expiration Date _____ CVV# _____

Authorized Cardholder Signature _____ Billing Zip Code _____

NO RESERVATION IS COMPLETE OR BINDING UNTIL FULL FEE IS PAID AND APPLICATION SIGNED ABOVE

FOR OFFICE USE ONLY

(12) Approved by _____ Title _____ Date _____

STATEMENT OF POLICY FOR USE OF ROOMS

Please be aware the signee of the application is waiving and releasing all claims for injury for themselves and to the others of his/her group that might arise out of the rental. The Bensenville Park District shall assume no responsibility for any accident, theft or loss of property. The renter shall hold the Bensenville Park District Board and Staff members harmless for any costs or liability resulting from activities or programs of the renter;

The Board will not delegate to any group its duty of administering the parks;

Permission to use the parks by groups for a non-sponsored park function must be upon application and issuance of a permit;

Any permit issued may contain conditions that will protect park property and assure orderly and proper use of the parks;

The granting of a permit is not to be construed as an endorsement by the Board of the subject matters discussed, the opinions expressed, nor the organization sponsoring the function;

Any permit may be revoked for misrepresentation in the application or violations of the terms and conditions of the permit, the ordinances, rules and regulations of the Park District and the laws of the State of Illinois.

Bensenville Park District Facility Use Regulations

1. All functions conducted in a Bensenville Park District facilities must be in accordance with District regulations and therefore not be in violation of any District regulations or ordinances.
2. This application form shall be referred to and used as a PERMIT upon the approval of an authorized Park District official. This permit must be carried at all times during the activity by the "person in charge" of the activity. This permit must be shown to any authorized Park District official upon request. In the case of two or more conflicting activities either by time or place of the activities, the permit dated first shall entitle the bearer the privileged use of the facility in question. The signer of the rental application shall be completely responsible for the behavior of all participants and for their prompt departure at the end of the facility use. He/she shall be charged for any damages said participants should incur which are over the security deposit amount.
3. Alcoholic beverages are prohibited.
4. All accidents, breakage or loss must be reported to the Bensenville Park District office immediately during regular office hours (Monday thru Friday 9:00am to 6:00pm) by calling (630) 766-7015. During times when the Park District office is closed report to the Bensenville Police Department by calling (630) 350-3455.
5. All Park District property and furnishings on Park District property shall not be removed from the facility.
6. Supplies may not be delivered in advance of the date and time noted on the permit unless specific permission has been granted in writing.
7. The Bensenville Park District must be notified of any cancellation at least 48 hours in advance or a deposit forfeiture will result. **THE BENSENVILLE PARK DISTRICT IS NOT RESPONSIBLE FOR LOSS OR DAMAGE OF PERSONAL PROPERTY BELONGING TO THOSE USING PARK FACILITIES.**
8. If excessive clean up is required to be done by the Park District, the person whose name appears as the "person in charge" shall be held responsible and charged for any excessive materials and labor needed to clean up.
9. The Park District reserves the right to assess additional fees for special requests, size considerations and unusual activities at the discretion of the Park District staff.
10. The Park District reserves the right to cancel or move a renter to another facility/site/room at any time for any reason.
11. Rental Groups will be required to submit a Certificate of Insurance naming the Bensenville Park District as the additional insured for not less than \$1,000,000.00 per occurrence.