



# Bensenville Park District Rental Request Form

Type of Rental | Check which type of rental you are inquiring about

DGLC	Fields	Shelters	Water Park	Photo/Film	Farm
Year Round	March-October	May-September	June-August	Year Round	April-October
<input type="checkbox"/> Hawthorne Full	<input type="checkbox"/> D'Orio	<input type="checkbox"/> Kiwanis 8A-2P	<input type="checkbox"/> Basic Rental	<input type="checkbox"/> Personal Photography	<input type="checkbox"/> Red Barn
<input type="checkbox"/> Hawthorne 1/2	<input type="checkbox"/> Sunrise	<input type="checkbox"/> Kiwanis 2P-7P	<input type="checkbox"/> Basic + Rental	<input type="checkbox"/> Commercial Photo	<input type="checkbox"/> Farm Grounds
<input type="checkbox"/> Oak	<input type="checkbox"/> Sunset	<input type="checkbox"/> Sunrise 8A-2P	<input type="checkbox"/> Deluxe Rental	<input type="checkbox"/> Film Production I	<input type="checkbox"/> Full Facility
<input type="checkbox"/> Gym Full	<input type="checkbox"/> Veterans	<input type="checkbox"/> Sunrise 2P-7P		<input type="checkbox"/> Film Production II	
<input type="checkbox"/> Gym 1/2	<input type="checkbox"/> Varble	<input type="checkbox"/> Breiter-Palm 8A-2P		<input type="checkbox"/> Film Production III	
<input type="checkbox"/> Willow		<input type="checkbox"/> Breiter-Palm 2P-7P			

**Rental Requests must be submitted and approved at least 7 Business days before rental**

Submit Farm rental requests to: Cshiel@bvilleparks.org

Submit all other rentals requests to: Tlinder@bvilleparks.org

Requested Date(s) \_\_\_\_\_

Specify Day(s) of week requested  Su  Mo  Tu  We  Th  Fr  Sa

Start Time \_\_\_\_\_ AM/PM End Time \_\_\_\_\_ AM/PM ( Please Note Leisure Center Hours when making your request)

Organization making request \_\_\_\_\_

Point of contact \_\_\_\_\_ Cell # \_\_\_\_\_ Home # \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Briefly describe the activity \_\_\_\_\_

Number of Participants \_\_\_\_\_ Food or beverages (non-alcoholic only) be served?  Y  N

The Park District is not responsible for providing equipment/services not requested or approved. Organization/individual acceptance and agreement to adhere to Park District regulations. I have read the Statement of Policy Use for Bensenville Park District 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. I am responsible for all members of the group at the Facility/Room during the time of the Rental. I will be present throughout the duration of the reservation. It is understood that the total rental fee shall be:

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

Rental Price \_\_\_\_\_ Total Due \_\_\_\_\_

Approved By \_\_\_\_\_ Approved On \_\_\_\_\_

Payment Processed Date \_\_\_\_\_ Processed By \_\_\_\_\_

**(Please read & Sign Statement of Policy on Back)**



# Statement of Policy Use for 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 nonsponsored 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**

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.

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.

Alcoholic beverages are prohibited, unless a permit is obtained through the park district.

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.

All Park District property and furnishings on Park District property shall not be removed from the facility.

Supplies may not be delivered in advance of the date and time noted on the permit unless specific permission has been granted in writing. 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.

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.

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.

The Park District reserves the right to cancel or move a renter to another facility/site/room at any time for any reason.

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.

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Print Name

Signature

Date

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Park District Signature

Date