



VERNON HILLS PARK DISTRICT LASCHEN COMMUNITY CENTER FACILITY RENTAL RULES

Facility reservations may be made during regular office hours only, Monday through Friday 8:30AM – 5:00PM at the Laschen Community Center. Reservations must be made at least four weeks in advance of the rental date and must be made by persons 21 years of age or older.

THE FOLLOWING RULES AND REGULATIONS HAVE BEEN APPROVED BY THE PARK BOARD FOR FACILITY RENTALS:

1. Rentals for weekend use (Friday night, Saturday, Sunday) may be made up to 365 days in advance. Rentals for weekdays or weekday evenings (Monday-Thursday) may be made up to three months in advance. All rentals must be between the hours of 8:00AM and 10:00PM. For hours other than those listed arrangements can be made on a case by case basis.
2. Renter must be present for **entire** rental and is responsible to see that all activities are properly controlled and supervised. Your rental **will not begin** until you, the renter, has entered the building and checked in with the Park District official supervising the rental.
3. Rooms may not be used for any business or organization for any uses or activities that require any local, county, state or federal licensing. Any renter found violating this procedure will have their rental terminated immediately and forfeit all rental fees.
4. The rental fee and damage deposit is due at the time of reservation and may be paid by check, cash, Visa, MasterCard, or Discover. Refunds for damage deposits made by cash or check will be returned by check two to three weeks after the event by mail to the individual responsible for the reservation and event. Damage deposits made by credit card will be refunded directly to the credit card approximately one to two weeks after the event.
5. Doors will be opened 5 minutes prior to the “set-up time” as indicated on the Facility Rental Request Form. Rental times cannot be extended on the day of the event. Any extension of time to a reservation must be done at least 4 weeks in advance. By the end of the “clean-up time” as indicated on the Facility Rental Request Form, the room(s) rented must be cleaned up and the renter and all guests must have vacated the facility. Failure to vacate on time will result in a service charge for the additional time equal to all applicable staff and facility costs.
6. Please keep noise to a minimum. Running is not allowed in the building.
7. All children in attendance must remain in the rented rooms. They are not allowed to remain unsupervised in other areas of the building or outside. Adult chaperones must be provided if group members are under 18 years of age.
8. Renter is responsible for leaving the facility in the same condition it was found. The use of nails, glue or scotch tape is prohibited on the walls. Masking tape is the **ONLY** adhesive that can be used. Garbage bags will be provided for renter to put all trash in. Trash is to be left all in one area neatly piled. Chargeable damages will include the facility being left dirty, damage to any equipment or to the facility itself. If damages are apparent, the renter will be billed accordingly.

The group responsible for any such damages may be denied future use of Park District Facilities. No equipment other than tables and chairs will be provided by the Park District unless otherwise specified on the facility request form. Park District furniture is not to be removed or altered.

9. The supply of electrical and/or audio-visual equipment will be done on a first reserved, first served basis. See Rental Request Form for details. Some equipment requires the applicant to be trained prior to its use.
10. Smoking, alcohol, gambling, and games of chance of any kind are strictly prohibited.
11. Driving and/or parking in any area other than the parking lot is prohibited. Parking is not allowed in the circular drive except for loading, unloading, and temporary handicapped parking. Parking is available in the municipal parking lot across the street (golf course parking lot).
12. There are no provisions for renter to store items in Park District facilities. Any items left behind are the responsibility of the renter and not the Park District.
13. Pets are prohibited in the Park District facilities (exception: Service Dogs).
14. For those rentals that include use of the Park District kitchen, the supplies and utensils found in the kitchen drawers and cabinets are not available for use by rental groups or their caterers.
15. CANCELLATION POLICY: Cancellations must be made 60 DAYS IN ADVANCE and in person at the Park District Office during regular business hours. A service charge of \$10 will be assessed on all cancellations made more than 60 days in advance. Any cancellations WITHIN 60 DAYS of the contract date will forfeit half of the rental fee. Any cancellations WITHIN 14 DAYS of the contract date will forfeit their entire rental fee. Damage deposits will be refunded for all cancellations.
16. No alcoholic beverages are allowed at any time at the Laschen Community Center or in the facility parking lot. **No alcohol can be sold at any event.**
17. The Park District reserves the right to approve or deny any request submitted for a facility rental and to revoke any request previously granted, at any time, if it is determined that the request contained any misrepresentations or false statements, or that any condition set forth in the policies governing the request is not being complied with, or that the safety of the participants in the activities of the applicant or other patrons or visitor to the facility is endangered by the continuation of such activity.

THE VERNON HILLS PARK DISTRICT WILL NOT BE HELD RESPONSIBLE FOR PERSONAL INJURIES TO ANY MEMBER OF ANY GROUP/ORGANIZATION USING THE FACILITIES.

The following acts will result in the immediate termination of a rental and the forfeit of all rental fees including damage deposit.

- ✓ Smoking in the building, including vestibules
- ✓ If the Park District official has to call the police for any reason

In consideration of the Approval of the Facility Rental Request Form, it is expressly agreed as follows:

The signing permittee, his or her organization, officers, and members thereof and all guests and invitees of the permittee assume full and sole responsibility for the conduct of all guests and invitees and waive and release any and all claims against the Park District, its commissioners, officers, employees, and agents. The aforementioned persons and entities also agree to hold the District, its officers, employees, and agents harmless from and against all claims, for death, injury and other loss to persons or property arising out of their use or occupancy of the facility in question.

Applicant's Name _____

Organization or Company (if applicable) _____

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ ALL OF THE INFORMATION CONTAINED IN THIS PACKET. I UNDERSTAND AND ACCEPT THE CONDITIONS STATED.

Signature of Applicant as Individual and as authorized agent for organization listed above, if any _____
Date of Signature