



VERNON HILLS PARK DISTRICT SULLIVAN COMMUNITY CENTER FACILITY RENTAL RULES & REGULATIONS

RULES AND REGULATIONS

1. Rentals **must end** by 11:00pm Fridays and Saturdays and 9:00pm Sundays through Thursdays.
2. The rental fee and damage deposit are due at the time of reservation.
3. Rental fees are determined by the requested facility and charged by the hour. The hour starts with your 'Set-up Start Time' and ending through your 'Clean-up End Time' as provided on your Rental Request Form.
4. **The set-up/layout for your event is due 10 business days prior to the event date.** Send your layout to rentalinfo@vhparkdistrict.org. Changes to your set-up cannot be modified within 10 business days of your event. Requests made on the day of your event will not be permitted.
5. Any extension of time must be arranged at least 10 business days prior to the event.
6. **Your rental will begin at the time stated on your rental permit.** Renter must check in with the rental attendant. The renter or any guests may not enter the rented room(s) prior to the 'Set-up Start Time'.
7. An additional nonrefundable fee of \$100.00 applies to gatherings with 100 or more attendees.
8. The room(s) rented must be returned to same condition it was found, and the renter and all guests **must vacate the facility by the 'Clean-up End Time' as indicated on the Rental Request Form.**
9. **Rental times cannot be extended on the day of the event. Any extra time will incur a charge of double the hourly rental rate. The rate will be applied in 15 minute increments.**
10. If the renter is unable to make the rental in person, you must assign a designated renter and submit, in writing, to the reservation office at least 10 business days prior to your event date.
11. Renter, or renter stated designee, must be present for the **entire** rental and is responsible to ensure all activities are following required rules and regulations.
12. Renters and guests are restricted to the rooms specified on the rental permit, with the exception of public restrooms and water fountains. Children 17 years and younger are required to have an adult chaperone at all times.
13. Please keep noise to a minimum.
14. **Renter is responsible for leaving the facility in the same condition it was found.** Garbage bags will be provided for renter to put all trash in. Trash is to be left all in one area neatly piled. Surfaces must be wiped clean. 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 Vernon Hills Park District Facilities.
15. **ALLOWED:** Masking and painters tape on walls • Extension cords (must be taped down) • Bluetooth speakers (noise kept to a minimum). **NOT ALLOWED:** Nails, glue, or scotch tape on walls • Confetti/Glitter
16. **No equipment other than tables and chairs will be provided by the Vernon Hills Park District** unless otherwise specified on the facility request form. Vernon Hills Park District furniture is not to be removed or altered. **Furniture located in the Sullivan Community Center hallways is not available for renter use.**



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17. Some equipment requires the renter to be trained prior to its use. Use of audio/visual equipment is not guaranteed.
18. Smoking, gambling and games of chance of any kind are strictly prohibited on Vernon Hills Park District Property.
19. Rooms may not be used for any business or organization for any uses or activities that require any local, county, state or federal licensing without the express written permission of the Executive Director.
20. Driving and/or parking in any area other than the parking lot is prohibited. No parking is allowed on the lawn or sidewalks.
21. **Renters are not permitted to store items in Vernon Hills Park District facilities before or after rental.** Any items left behind are the responsibility of the renter and the Vernon Hills Park District is not responsible for lost or stolen property.
22. Pets are prohibited with the exception of service animals.
23. No street shoes are allowed on gymnasium floors. During inclement weather, wet, muddy, or snow-covered shoes are not to be worn into the gymnasium under any circumstances.
24. For those rentals that include use of the kitchen, the supplies and utensils found in the kitchen drawers and cabinets are not available for use by rental groups or their caterers.
25. The Vernon Hills 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.
26. **No alcohol** can be sold or consumed at any time during the rental period. Alcoholic beverages are not allowed in the facility, facility parking lot or on any other park district premises. If alcohol is present, the renter will be asked to remove it from the premises. If it is still present after the initial request, your rental will end immediately, you will forfeit rental fees and your damage deposit will not be refunded.
27. **Damage Deposit Refunds:** Credit card refunds will be refunded directly to the original credit card approximately one to two weeks after the event. Cash or check refunds will be mailed in check form within 5 weeks of the event.
28. **CANCELLATION POLICY:** Cancellations made 30 DAYS IN ADVANCE of your rental will be approved less 10% of the facility rental rate. Cancellation requests received LESS THAN 30 DAYS of the event are subject to administrative approval and will incur a cancellation fee. Any cancellations within 10 business days will not be refundable. Damage deposits will be refunded for all cancellations
29. Breaking any of the above rules or conducting any illegal activity may result in the immediate termination of a rental and the forfeit of all rental fees including damage deposit.