



Facility Use Guidelines For Community Groups

Oswegoland Park District facilities are available for use by community groups.

Organizations considered Oswegoland Community Groups must meet the following criteria:

- Be not-for-profit, philanthropic, or service oriented
- Regularly provide items or services of value to the community
- Have a membership that is 80% or more Oswegoland Park District residents, or be a recognized county-wide organization (e.g. 4-H) with 80% of members from Kendall County
- Be an active organization, meeting regularly at a local address
- Have bylaws, charters, or other organizational documents that can be made available if requested

An organization or group not meeting the above criteria may be considered a "community group" when sponsoring an occasional specified event if the following criteria is met:

- The event must be open to the general public
- The event must be advertised as open to the public.
- The event must be educational, informative, inspirational, motivational, or in other ways good for the community as a whole, not just members of the sponsoring group.
- Tickets or donations to defray the cost of the program may be sold or accepted, but no general offering to benefit the sponsoring organization may be collected.

Community Groups using a Park District facility must:

- Have a room request on file at the Oswegoland Park District, completed with current information
- Provide supervision for all children in the facility associated with the group. Adults attending meetings may not leave children unattended in any area of the facility.
- Set-up and take-down all equipment that was requested and/or used during the use of the facility, including tables, chairs, audio equipment, etc.

Fund-raising

In general, fund-raising events in Park District facilities will be charged the current rental fee.

Community groups who want to use a Park District facility for fundraising should complete a facility use request form prior to publicizing the event. Following the event, community groups will be asked to submit a summary of funds collected, expenses, and amount of proceeds to the fundraising cause.

Costs

Community groups will not be charged a rental fee, but should expect to pay for costs that are incurred by their use of Park District facilities. This cost may include, but is not limited to, cleaning fees, supplies used, supervision, and or damage to facility or equipment.

Community groups who serve a meal during their use of the Park District facility will be charged a minimum of \$75 for cleaning.

The Park District will charge the community group for setups that are requested and approved, and for take-downs, when the community group fails to do so:

\$25 for up to 50 chairs & 5 tables
\$45 for over 50 chairs plus tables

Community Groups will be responsible for damages to the building, its contents, and grounds due to negligence of the group or anyone associated with the group. Groups who fail to take appropriate care of Park District facilities will pay a damage deposit prior to additional use of the facilities, or may lose the privilege of using Park District facilities.