

**Oswegoland Park District
Room Request Form – South Point**



Name of Group _____

Account # _____

Type of Event _____ Number of people _____ Youth _____ Adults _____

Month	Year	Dates	Arrival Time	Departure Time
Jan				
Feb				
Mar				
April				
May				
June				
July				
Aug				
Sept				
Oct				
Nov				
Dec				

Room Requested: Room 116 Room 121 Room 122
 Room 123 Room 124 Room 126 Kitchen

Will food be served Yes No

Equipment Requested: Chairs # _____ 8 ft. Tables # _____ TV/ DVD _____

For Office Use Only:

Cleaning Charge <input type="checkbox"/> No <input type="checkbox"/> Yes Room Set Up Charge <input type="checkbox"/> No <input type="checkbox"/> Yes Damage Deposit Required <input type="checkbox"/> No <input type="checkbox"/> Yes Amount Paid \$ _____ Date Paid: _____ CSR _____ Damages Incurred ? (If yes, please attach copy of room condition report) Deposit Returned: Amount \$ _____ Date: _____ CSR _____
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Contact Persons

Name _____ Office Held _____ Address _____ City _____ Home # _____ Work # _____ E-Mail _____ Name _____ Office Held _____ Address _____ City _____ Home # _____ Work # _____
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I have read the rules for the use of Oswegoland Park District facilities (printed on the back of this form) and will be responsible for relaying this information to my group. I understand that violation of these rules may result in my group being billed for damages, repairs, or cleaning of the facility, and/or loss of privileges to use Park District facilities.

I have read the rules printed on the back of this form. I have received a copy of this form.

Signature

Date

CSR



Rules for Use of Park District Facilities

It is the responsibility of the Community Group to:

- Complete a new group registration form each year.
- Complete a Room Request form to reserve meeting space.
- Keep contact information updated as it changes.
- Request in advance any items expected to use, such as coffee pots, microphone, etc.
- Arrive and depart at the time requested.
- Inform the Park District of cancellations at least one week prior to the date reserved.
- Set up and take down tables and chairs that are used.
- Leave the facility clean and orderly.
- Provide supervision for all children in the facility associated with the group. Children may not be left unattended in any area of the building while parents participate in meetings or events.
- Be considerate of other people using the facility; limit your noise to an acceptable indoor level.

Adherence to the following is expected of Community Groups using Park District facilities:

The Park District will reserve facilities based on availability, while maximizing the use of our facilities for our residents and the community.

Failure to clean up adequately may result in a minimum charge of \$75, and/or loss of the privilege to use the facility.

Alcohol is not allowed in or around Oswegoland Park District facilities.

Smoking is prohibited in or near all Park District facilities and entrances.

Groups practicing discrimination in any manner will not be allowed to use Park District facilities.

Groups are expected to make reasonable accommodation for individuals with disabilities who wish to participate in activities or events.

Fundraisers to benefit an individual or private group may not be held in Park District facilities.

Fundraisers to benefit a community group may be allowed with prior approval of the Facility Coordinator.

Each group is responsible for damages to the building, its contents, and grounds due to negligence of the group or anyone associated with the group.

Call the Park District office at 630-554-1010 to cancel a reservation. After business hours, your call will be received by an answering service that will relay your message to the appropriate person.

These rules are not intended to be all-inclusive, and all other rules and regulations of the Oswegoland Park District also apply to anyone using Park District facilities.

Civic Center □ 5 Ashlawn Ave □ Montgomery
Prairie Point □ 313 E. Washington St □ Oswego
Boulder Point □ Zero Boulder Hill Pass □ Montgomery
South Point □ 810 Preston Lane □ Oswego