



313 E. Washington Street Oswego, IL 60543  
Phone: (630) 554-4477 / Fax: (630) 554-1577

# Community Group Reservation Request

<b>CSR Use Only</b>	
CSR Initials _____	_____
Date _____	Time _____

## APPLICANT/ORGANIZATION INFORMATION

Name of Event \_\_\_\_\_ Contact Name \_\_\_\_\_  
 Applicant/Organization \_\_\_\_\_ Contact Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Alternate Contact Name \_\_\_\_\_ Alternate Phone \_\_\_\_\_

## EVENT/RENTAL INFORMATION

Location Requested \_\_\_\_\_ Room Requested \_\_\_\_\_  
 Type of Event \_\_\_\_\_ Number of Attendees \_\_\_\_\_  
 Detailed Description of Event/Rental \_\_\_\_\_  
 Equipment to Reserve:  Tables # \_\_\_\_\_  Chairs # \_\_\_\_\_  TV/VCR/DVD Food Served:  Yes  No  
 Refrigerator Space Needed:  Yes  No Appliances Requested:  Oven  Microwave  Stove Top  Coffee Pot

All requests for Equipment and Appliances must be confirmed by the Reservations Department. Such equipment will be made available in the reserved room. Please note that not all equipment is available at all locations. Applicant/Organization is responsible for set-up unless the applicant/organization chooses to pay an additional fee of \$50 for set-up by Park District staff. Oswegoland Park District reserves the right to deny any request based on the general safety and well-being of the public and/or the impact this use may have on the facility requested. Each request will be considered on an individual basis. All paperwork is due to the Park District a minimum of two weeks prior to the reservation date. This request does not give you exclusive use of the facility.

## EVENT DATES & TIMES (\*A \$25 per hour fee will be charged for all times scheduled outside of regular business hours)

Month	Year	Dates	Arrival Time (am/pm)	Departure Time (am/pm)
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

I have read and understand the Waiver and Hold Harmless Agreement, as well as the guidelines, on the backside of this form and will be responsible for relaying this information to the members of my group/organization. I understand that violation of this agreement and/or the guidelines may result in my group/organization being billed for damages, repairs and/or cleaning of the facility due to misuse, as well as loss of the privilege to use Park District facilities. I agree to pay any incurred rental fees prior to each rental date.

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

If paying by credit card your signature is authorizing the Park District to charge your credit card for payment.

Drop this form off at any Park District office; mail it to Reservations at Prairie Point, 313 E. Washington Street, Oswego, IL 60543; fax it to 630.554.1577; or email it to reservations@oswegolandpd.org.

## RESERVATIONS OFFICE USE ONLY

Staff Member Scheduled \_\_\_\_\_  
 Copy to Reservations Supervisor  
 Copy to Staff Member Scheduled  
 Paid Set-Up  YES  NO

Approved By _____	Date Entered _____
Amount Due Per Rental \$ _____	Cleaning Charge \$ _____
Set-Up Charge \$ _____	Date Balance Due _____
Balance Due \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____ <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> Am Express
Card Number _____	Exp Date _____
CVV _____	
Charge for Damage Incurred? Yes No	Damage Amount \$ _____

<b>RENTAL #</b>
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## FACILITY AVAILABILITY

	Boulder Point	Civic Center	South Point	Little White School Museum
Sunday	CLOSED	CLOSED	CLOSED	12:00 – 5:00 pm
Monday	8:30 – 7:00 pm	8:30 – 7:00 pm	8:30 – 7:00 pm	10:00 – 5:00 pm
Tuesday	8:30 – 7:00 pm	8:30 – 7:00 pm	8:30 – 7:00 pm	10:00 – 5:00 pm
Wednesday	8:30 – 7:00 pm	8:30 – 7:00 pm	8:30 – 7:00 pm	10:00 – 5:00 pm
Thursday	8:30 – 7:00 pm	8:30 – 7:00 pm	8:30 – 7:00 pm	10:00 – 5:00 pm
Friday	8:30 – 4:30 pm	8:30 – 4:30 pm	8:30 – 4:30 pm	10:00 – 5:00 pm
Saturday	9:00 – Noon	9:00 – Noon	9:00 – Noon	10:00 – 5:00 pm

Each hour reserved,  
outside of the Facility Availability shown,  
will be billed at \$25 per hour.

## WAIVER AND HOLD HARMLESS AGREEMENT

I understand that the Oswegoland Park District will not be responsible for any property left unattended in the facility, and that I am responsible for reporting incidents of vandalism or illegal activity in the facility by calling 911.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 21 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse the Oswegoland Park District for any and all loss incurred by it in repairing or replacing damage to Oswegoland Park District property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event or rental who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless the Oswegoland Park District, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agenda, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.

I have read and understand all regulations/requirements/agreements pertaining to my reservation. I do hereby agree to abide by all federal, state, local and Park District laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event/rental request on Oswegoland Park District property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed rental request. In the event that information provided on this form changes or a scheduled date is cancelled, please inform the Oswegoland Park District as soon as possible.

## ROOM RESERVATION USE GUIDELINES

An Oswegoland Park District staff member is available at all times during your scheduled reservation.

If an emergency occurs, you must report it immediately to the staff member present.

### Scheduling/Cancellations

- Requests for items you may need (i.e. tables, chairs, coffee pot, kitchen use) must be made at least seven (7) days in advance of your reservation.
- Arrive and depart at the approved times requested. The Park District must be notified immediately of any changes and/or cancellations.
- Payment in full must be made at least seven (7) days prior to your rental date.

### Set-Up and Take-Down

- You are responsible for the set-up and clean-up/take-down of your event, or you can pay a \$50 fee to have a Park District staff member complete set-up and take-down on your behalf.

### Political Group Use of Park District Facilities

- Political groups campaigning for a singular political party or candidate will be considered a rental.
- Campaigning or Meet 'n Greets need to take place behind closed doors and are not permitted in Park District lobbies and/or hallways.
- A political group may use a facility to provide information to the public and could be considered a Community Group with approval by the Executive Director.

### Care of Park District Buildings and Property

- Signs, decorations, etc. may be attached to walls, doors, floors upon receiving written approval from the Park District for such requests.
- The reserved room must be left clean and orderly. Failure to adequately clean-up will result in additional charges.
- All garbage must be placed in the appropriate receptacles provided. All spills must be mopped or wiped up.

### Responsibility for Damage

- A \$300 damage deposit is required. You are responsible for damages to the building, its contents and grounds due to negligence of the group and/or anyone associated with this reservation.

### Youth Supervision

- Children must be supervised at all times; including all areas of the buildings and outside grounds.

### Prohibited Items

- Alcohol is not allowed in or around Park District facilities. Guns, smoking, and e-cigarettes are not permitted in Park District facilities.
- Candles, fog machines and bubble machines are not allowed inside Park District facilities.

### Reminders

- Groups practicing discrimination in any manner will not be allowed to use Park District facilities.
- These rules are not intended to be all-inclusive, and all other rules and regulations of the Oswegoland Park District also apply to users of Park District facilities.

I have read and understand the guidelines above.

I have received a copy of this form and the above guidelines.