

Room Rental Reservation Request



Complete this form and return to
 In Person: Prairie Point, 313 E. Washington St, Oswego, IL 60543
 Mail: Reservations, 313 E. Washington St, Oswego, IL 60543
 Email: reservations@oswegolandpd.org

The 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.

Applicant Information

Name (Individual/Contact Person)

Date of Birth

Address (No box numbers, please)

City State Zip code

Phone Number

E-mail Address

Event Information

Organization

Event Purpose

Estimated Attendance Description of Activity Yes No
 Food Will Be Served

Facility Information



Boulder Point
 0 Boulder Hill Pass, Montgomery
 \$150(R)/\$200(N)
 Room 102, 25 people
 Room 103, 20 people

Civic Center
 5 Ashlawn Ave, Montgomery
 \$225(R)/\$275(N)
 Room 1, 100 people

South Point
 810 Preston Ln, Oswego
 \$150(R)/\$200(N)
 Room 116, 50 people
 Room 126, 40 people

Fee Information

- Prices are based on a two hour reservation. Each additional hour will be billed at **\$75(R)/\$100(N)** per hour.
- Applicant/Organization is responsible for set-up. Set-up by Park District staff is available for an additional **\$100** fee.
- A **\$300** damage deposit is required at time of reservation.

| Date | Set Up Time ⁺ | Event Start Time | Event End Time | Clean Up Time ⁺ | Total Hours |
|------|--------------------------|------------------|----------------|----------------------------|-------------|
| | | | | | |

⁺Rental fee includes free **30 minutes** prior to event start time for set-up and **30 minutes** after event end time for clean-up.

Rental Fees Due

| Rental Fees Due | Amount |
|-------------------------------|-----------|
| Rental Fee | |
| Add. Hours @ \$75(R)/\$100(N) | |
| Paid Setup \$100 | |
| TOTAL DUE | \$ |
| Amount Paid* | \$ |
| BALANCE DUE** | \$ |

*A **\$100** minimum payment is required at time of booking.
 **Balance Due must be paid in full 7 days prior to reservation date.

Equipment Requested

All requests for Equipment and Appliances must be confirmed by the Reservations Department. **Please note that Not All Equipment is available at all locations.**

- Tables #_____
- Chairs #_____
- Refrigerator Space Needed
- Oven (Civic Center & South Point Only)
- Microwave
- Stove Top (Civic Center & South Point Only)
- Coffee Pot

Permit # _____

| Office Use | |
|------------|--|
| Date | |
| Time | |
| CSR | |



Circle type



CASH

CHECK: _____

Please provide driver's license number if paying by check

Card number _____

Expiration Date _____

CVV _____

Name on card _____

Authorized Signature _____

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 and will be responsible for relaying this information to the members of my group/organization. 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 your event is cancelled, please inform Oswegoland Park District in writing at least 7 (seven) days prior to the event to reschedule.

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 _____

For Office Use Only

Staff Member Scheduled: _____

- Copy to "Reservations" Email
- Copy to Staff Member Scheduled
- Paid Set-Up

RENTAL # _____

Damage Deposit Held (\$300)? Date Returned: _____

Charge for Damage Incurred? Damage Amount \$ _____

Approved By: _____

Date Entered: _____

Amount Due Per Rental \$ _____

Cleaning Charge \$ _____

Set-Up Charge \$ _____

Amount Paid \$ _____

Balance Due \$ _____

Date Balance Due: _____

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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 equipment you may need must be made at least seven (7) days in advance of your reservation.
- 30 minutes set-up time and 30 minutes clean-up time is included at no charge before and after your scheduled reservation.
- Arrive and depart at the approved times requested.
- The Park District must be notified immediately of any changes and/or cancellations. **A \$50 cancellation fee** will be applied for cancellations made less than seven (7) days prior to the reservation date.
- **Payment in full must be made at least seven (7) days prior to your rental date.**
- In case of inclement weather, check the District website or **RainoutLine at 630.410.9494 or RainoutLine.com** to ensure the building is open.

Set-Up and Take-Down

- You are responsible for the set-up and clean-up/take-down of your event.
- A set-up fee is available should you request 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.
- All tables and chairs must be cleaned before they are put away.

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.
- Open flames (i.e. candles, canned heat), confetti, 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.