VILLAGE OF ORLAND PARK RECREATION AND PARKS DEPARTMENT BUILDING RENTAL REGULATIONS

Village facilities may be rented by organized and properly supervised groups when classes and/or other activities do not require the facilities so rented, if in the judgment of the Village Board such use will not be detrimental to the purpose for which the facilities were provided.

The Village Board reserves the right to require that any renters scheduled use of the facilities be surrendered in favor of another group when, in the opinion of the Village Board, the best interests of the agencies will be served by such a change in usage.

The person whose name is on the rental agreement is responsible for enforcement of all rules and regulations. These general rules and regulations will govern all rentals of facilities.

- 1. Classrooms and classroom equipment, including athletic equipment may not become part of any rental agreement except as specifically indicated in the contract.
- The building supervisor in charge may open or make available only such space and equipment, and these only at such times, as are specifically mentioned in the rental agreement. The building supervisor is not permitted to open the doors until an adult supervisor is present. Renters who stay beyond their scheduled time will be billed at double the regular hourly.
- 3. Only persons 21 years of age and older may sign a rental agreement for use of village facilities. That person is held directly responsible for the proper supervision of persons admitted to the building during the rental period. Either this person or an adult designated by him must be directly in charge of the rental area and equipment during the entire time it is in use. Cost for any damage will be deducted from security deposits or billed to the renter.
- 4. Smoking, intoxicating beverages, narcotics and gambling (or their presence in the buildings) are prohibited.
- 5. The rental agreement must specify the use or uses to be made of the rental areas and rental equipment.
- 6. Reservations for use of areas and equipment are final only upon written approval of the Recreation Department.
- 7. The renter must make payment prior to the date of the rental. Checks must be made payable to the Village of Orland Park.
- 8. The Village Board reserves the right to impose further rules and regulations governing the use of facilities when it deems such action necessary.
- 9. The local police are notified of all building rentals they are invited to be present to protect life and property of those in the buildings; as such, they are to be allowed entrance to all activities held on or in village facilities.
- 10. Rental equipment may not be removed from the premises. If lost or damaged, individual in charge of group will be held responsible.
- 11. When active games are played in rental areas, gym shoes must be worn by participants.
- 12. The use of glitter or confetti is prohibited in all areas.
- 13. Businesses are not eligible for room rentals.
- 14. A renter/group which violates or permits to be violated these rules and regulations may be denied future use of facilities until corrective measures are taken, including restitution for any damaged property, or proper rehabilitation of misused equipment.
- 15. Except for municipalities, governmental units, and sub-units of state or national organizations, all renter groups must file a certificate of insurance with the Village prior to occupancy providing at least the following coverages: \$1 million coverage with the Village of Orland Park named as additional insured on the group's liability insurance and copies of such forwarded to the Recreation Department in advance of the rental date.

| I have read | and understand that I | am the responsible perso | n for this rental. | I agree to abide by | the Village of Orla | and Park rental | |
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| regulations. | Leaving the facility in | n an unacceptable state ma | ay jeopardize fut | ure rentals by the | associated group/ | organization and | l/or |
| myself. | | | | | | | |

| Responsible Party: | Date: |
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