VILLAGE OF ORLAND PARK RECREATION AND PARKS DEPARTMENT

VILLAGE OUTDOOR PAVILION USAGE INFORMATION
ALL OUTDOOR PAVILIONS ARE SMOKE AND ALCOHOL FREE

It is the intent of the Village of Orland Park Recreation Department to make its outdoor pavilions available to the community on a fair and equitable basis. The following procedures, guidelines, and fee schedules will outline the rules and regulations regarding the use of the pavilions.

1) The following five locations have outdoor pavilions available for rental:

   Centennial Park Gazebo- 15600 West Avenue
   Doogan Park - 14700 Park Lane
   Hostert Log Cabins - 147th Street & West Avenue
   Schussler Park - 14609 Poplar Road
   Veterans Park - 7721 Wheeler Drive

   *Centennial Park gazebos are only available for reservation from September – May due to conflicting use of parking with its other amenities. Baseball fields are not included as part of the rental.

2) Applications for pavilion rental must be made in person at either of the Village of Orland Park Recreation Department Administrative Offices:

   Recreation Administration Office
   14600 Ravinia Avenue -403-PARK

   Sportsplex
   11351 W. 159th Street - 645-PLAY

   While availability may be checked by phone this does not reserve a facility.

3) Outdoor pavilion rental is available only to residents of the Village of Orland Park.

4) Applications and security deposit fees for pavilion rental or use must be made at least 7 calendar days prior to the desired date. Applications will be reviewed by the Facility Coordinator (heretofore, Facility Coordinator and Recreation shall also include an appointed designee) only when the entire security deposit is received with the completed application. A permit outlining the rental agreement will be mailed or given to the applicant after receiving the payment and completed application. Upon review of the application, the Facility Coordinator may reject the rental according to regulations specified herein. If for any reason the application is denied, the renter will be notified by phone. Renters should bring this permit with them at the time of rental for verification.

5) Rental or usage applications may only be made by Orland Park residents age 21 or older. For activities involving groups of minors, the following requirement is in effect.

   A) One adult chaperone must be provided for every fifteen minors in attendance. Names and addresses of chaperones must be provided in advance of the event.

6) Activities which are likely to result in damage to property or injury to people are prohibited.

7) Use of the premises in such a manner as to interfere with the scheduled programs is prohibited.

8) A renter or user may be asked to provide proof of public liability insurance naming the Village of Orland Park as an additional insured. All renters must sign a waiver holding the Village of Orland Park harmless in the event of accidents or injuries.

9) Renters or users are not allowed to charge admissions or activity fees unless authorized by the Village of Orland Park Board of Trustees in writing.

10) Renters or users are not allowed to post any advertisements of any product or service for sale in the facility unless approved by the Facility Coordinator at the time of application.

11) No smoking, alcohol, or gambling is allowed in Village park areas.

12) Any use of loud speakers, P.A. systems, or D.J. must be approved by the Facility Coordinator at the time of application.

13) No tape or adhesive decorations shall be applied to walls or ceilings of pavilions. Any decorations utilized must be fire proof. All decorations must be removed immediately after the function.

14) All Village of Orland Park park areas close at 9:00 PM unless otherwise posted.

SECURITY DEPOSIT CHARGES (for all pavilions)

All deposits are in the amount of $25 and must be placed on a credit card. Deposits held on a credit card will be credited back approximately a week after the rental. Checks and cash will not be accepted for security deposits.

The individual or group submitting the application will be the responsible party for any and all damages incurred during the rental.

Security deposit (or a portion thereof) will be forfeited for any damage and/or any excess staff time spent to clean up.

Damage or excessive littering may result in an additional charge to the renter or user if the cost **exceeds** the security deposit. Excess fees due to damage must be paid for prior to any additional rental by that group or individual.

Failure to compensate the Village for any expense incurred or repeated incidents may result in future forfeiture of participation in departmental programs and rental of facilities. The individual(s) involved in damages, as well as the group, may be prohibited from future participation or usage of Village parks, facilities and/or programs.

CLEANING

All renters using the Village's outdoor pavilions will be responsible for their general cleanup. **Pavilions need to be returned to their original condition upon completion of the rental.** Failure to clean properly will result in partial or total loss of security deposit.

THREE STRIKE POLICY

All pavilion users will be subject to the three-strike policy. Any time one of the below listed infractions occur you will be issued one strike. Groups receiving three strikes will be prohibited from using any recreation facility for one calendar year from date of the last strike. A letter and copy of the facility user's checklist will be mailed to the offending user with each violation.

Some examples of strike situations are as follows:

1. Not showing up for a scheduled pavilion use without notifying the recreation department.
2. Causing excessive clean-up.
3. Staying beyond contracted time.
4. Damage to village property.
5. Violation of stated village policies.