



CONTRACT FOR USE OF FACILITIES

I/we request use of Parks and Recreation Department facilities as listed below and agree to adhere to all rules and regulations established by the Lake Forest Parks and Recreation Board. I/we agree to indemnify and hold harmless The City of lake Forest, the Lake Forest Parks and Recreation Board and Parks and Recreation employees from and against all liability charges, claims and actions arising out of or in connection with the said use of Parks and Recreation Department facilities.

GENERAL REGULATIONS

- A. Only applications by residents of The City of Lake Forest or Organizations within the City will be considered.
- B. All organizations or residents granted permission to use Parks and Recreation Department facilities will assume the responsibility for the loss of any object or objects that are damaged or destroyed as a result of the activities engaged in by the organization or any patron in attendance. ***It is strongly recommended that organizations obtain adequate insurance for self-protection.***
- C. The City of Lake Forest Parks and Recreation Department and its employees shall not be responsible for damage to or loss of property upon the Parks and Recreation Department premises which are sustained by the applicant, participant in a program, or patron of any event held in a Parks and Recreation Department Facility.
- D. All applications are subject to cancelation, with or without due notice, for any reason whatsoever.
- E. Conduct of all representatives of the applicant and patrons of the event covered by the applications shall be in agreement with the conduct expected at events sponsored by the Parks and Recreation Department. Possession or consumption of intoxicants in the building or on the grounds is specifically prohibited by City Ordinance. Smoking is prohibited in all Parks and Recreation Department facilities.
- F. Applicant must be present at all times during the rental period and/or until all participants have vacated the premises.
- G. Adequate supervision must be provided by the applicant for any event at which minors will be present.
- H. Only furniture or equipment specifically approved in the applications shall be used by the applicant.
- I. Use of special equipment such as volleyball standards, tables, or chairs may require an extra fee and shall be set up by Parks and Recreation Department employees unless otherwise authorized.
- J. Provisions for any special equipment or decorations must be made in advance.
- K. Such supervisors, firemen, police, or parking attendants as shall be necessary to the operation of the event specified in the application shall be obtained by Parks and Recreation Department employees. Cost for these special services shall be billed directly to the applicant.
- L. Rooms must be left in a neat and orderly manner when the activity is finished. Any extra cleaning needing to be done by Parks and Recreation Staff will be billed directly to the applicant.

OFFICE USE ONLY

Fee Paid

\$ _____

Entered in Facility

Booking Date

Approval Date

Copy to Applicant

Posted for Staff

PLEASE FILL OUT

Applicant _____

Please Print

Organization (if applicable) _____

Address _____

Phone _____ Alternate Phone _____

Email _____

Please Print

Date Requested _____

Time Requested _____

Facility Requested (Building & Room) _____

Options include: Recreation Center Gymnasium or Studio, Everett Classroom & Gym, or Stirling Hall Classrooms or Gallery.

Rental Fee (Must be submitted with application) _____

Recreation Center Fees: \$40/hour when building is open, \$80/hour after building hours

Everett Facility Fees: \$200 for 1.5 hours, including use of the gym

Stirling Hall Facility Fees: \$40/hour when building is open, \$80/hour after building hours

Type of Activity _____

Number of Participants _____ Will you be collecting fees? _____

Equipment Needs

Included in Rental Fee:

_____ Tables *(Please indicate number)* _____ Chairs *(Please indicate number)*

_____ Bleachers *(Where Available)*

Extra Fees My Apply For:

_____ Sound System _____ Other *(Please Specify)*

Authorized Representative Signature

Date