

Facility Permit Application
Addison Park District
120 E. Oak St., Addison, Illinois 60101
(630) 833-0100
Fax (630) 833-6025
www.addisonparkdistrict.org

Non-Refundable Application Fee: \$10.00

Application Date: _____ Permit # _____

Facility Requested (circle all that apply):

- Community: Rooms A, B; C; D; Full Gym; 1/2 Gym, kitchen
- Community Fields: #1, #2, #3, #4, #5
- Centennial: Lower Level, Dance Room, Multi-purpose East, Multi-purpose West, Full Gym, 1/2 Gym
- Centennial Fields: Baseball/Softball fields: #1, #2, #3 Soccer fields: #4, #5, #6
- Family Aquatic Center: Main pool, Children's pool, Water slides, Concessions
- Other Facility: _____

Permit Date(s): _____

Permit Purpose: _____

Time: Begin: _____ AM/PM End: _____ AM/PM Participants _____

Applicant: _____ Organization: _____

Address: _____ City/State/Zip Code: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

E-Mail: _____

I, the undersigned Permit Holder, hereby accept responsibility for the care of the facility, building and /or property used in accordance with the rules and regulations as set forth by the Addison Park District as well as the terms and conditions relating to the Park District Permits.

It is fully understood and agreed by the parties that the Permit Holder guarantees to defend, indemnify and hold harmless the Addison Park District, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.

I, the undersigned Permit Holder, certify that the use to which the Addison Park District facility is put shall fully comply with the provisions of the Americans with Disabilities Act (ADA). I understand that failure to comply with the ADA may result in a forfeiture of facility privileges unless and until the program or use is brought into compliance with the ADA.

This application is NOT a guarantee of rental approval or availability of space.

Signature of Applicant _____

.....FOR OFFICE USE ONLY.....

Application Fee: \$10.00 Collected by _____ Date received _____

Rental Fee _____ Refund requested _____

TERMS & CONDITIONS

Permit Holders are responsible for compliance with all Park District rules and regulations in addition to the terms and conditions relating to Park District Permits.

1. The Permit Holder (individual or organization representative) must be present during the entire activity for which the permit was issued.
2. The Permit Holder must be in physical possession of the signed permit/contract at all times during the activity for which the permit was issued.
3. The Permit Holder shall, upon request of any authorized Park District Official, present proof of a valid permit/contract.
4. The Park District may impose reasonable residency restrictions in order to ensure resident access to the Park District facilities,
5. Permit applicants may, at the request of the Park District, be required to provide activity schedules and team rosters evidencing the requisite Park District residency as a condition to the issuance of Permit Failure to do so may result in a Permit denial.
6. Permit applicants may, at the request of the Park District, be required to present a valid certificate of insurance as a condition to the issuance of a Permit. Failure to do so may result in a Permit denial.
7. The Park District reserves the right to limit the number of participants and spectators in order to properly maintain and control all Park District facilities.
8. The Park District shall, in its sole discretion, designate the facilities to be issued pursuant to Permits issued. The Park District will attempt to honor specific facility requests, when possible.
9. Failure to abide by any terms and conditions of a Park District permit may result in a forfeiture of the Permit or loss of Permit privileges.
10. It is fully understood and agreed by the parties that the Permit Holder guarantees to defend, indemnify and hold harmless the Addison Park District, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.

BUILDING USE REGULATIONS

1. All functions conducted in the Addison Park District facilities must be in accordance with Addison Park District rules, regulations, and ordinances, and therefore, any violation of any Addison Park District rules and regulations, and ordinances may result in revocation of permit.
2. The permit holder shall be completely responsible for the behavior of all participants and spectators and for their prompt departure at the end of the sated facility use. No minor (under 18) will be permitted to use the building unless an adult supervisor is present during the entire renal. If there are minors at function, they will not be permitted in the building until an adult from the group is present.
3. The facility is to be left in its original condition and vacated at the specified time noted on the permit/contract.
4. Alcoholic beverages, illegal substances, and smoking are prohibited in any portion of the Park District property.
5. No Addison Park District property and furnishings shall be removed from the facility.
6. All personal property of those using the facility must be removed from the facility upon termination of use.
7. Supplies may not be delivered in advance of the date and time noted on the permit/contract unless specific permission has been granted in writing.
8. Automobiles shall be parked only in designated areas.
9. The posting of advertisement of any product or service for sale is not permitted.
10. The Addison Park District must h notified of any cancellation at least 48 hours in advance (or deposit forfeiture will result).
11. The Addison Park District is not responsible for loss or damage of personal property belonging to those using facility.
12. If any cleanup is required to be done by the Addison Park District staff, the person whose name appears on the permit/contract as the person in charge shall be held responsible and charged for any excessive materials and labor needed to cleanup. Charges will be deducted from the \$100.00 security deposit.
13. No food will be permitted in the gym(s), balcony, track, Fitness Center or dance room without written permission.
14. No hard balls (i.e. soccer, kickball, baseball, etc) will be permitted in the facility.
15. Room Capacities: Community Rec Center. *Room A (65); Room B (95); Room C (55); Room D (25); Gym (640); Centennial Rec Center. Lower Level (132); Preschool Roam (25); Multi-Purpose E (40); Multi-Purpose W (55); Dance Room (115 no chairs or tables allowed); Gym (640).*
16. Certificate of Insurance naming Addison Park District as additional insured is required for any organization renting this facility.
17. An individual using the building will be expected to stay in the immediate area of the room they are renting. If compliance with this regulation is not upheld, the permit will be revoked and will not be re-issued.
18. Any injuries incurred on the premises should be reported to the Park District supervisor.
19. Rules and regulations are subject to change without notice.
20. The Director shall have the authority to revoke a permit upon a finding of violation of any rule or ordinance, or upon good cause shown. (12.06: Revocation - Board organization policies).