

ROOM RENTAL USE APPLICATION



Renter's Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____

Event Description: _____

Is your event a fundraiser? Yes _____ No _____
 (If yes, prior permission is required from Board of Commissioners)

Will you be serving food or refreshments? Yes _____ No _____

Number of people attending: Adults _____ Children _____

Name of facility room requested: _____

Date: _____ Start Time: _____ End Time: _____

#Tables: _____ # Chairs: _____

(Please complete a room setup diagram)

FOR OFFICE USE ONLY

Base Rental Fee: _____ hrs X \$ _____ rate = \$ _____

Security Deposit: \$ _____

Kitchen Fee: \$ _____

Ranger: (required for 100 or more people, 2nd ranger required for 200 people) \$ _____

Total Amount Due: \$ _____

Receipt # _____ Amount Paid: \$ _____

DATE	BALANCE DUE	BALANCE DUE DATE	RECEIPT #	PAYMENT
	\$			\$
	\$			\$
	\$			\$
	\$			\$

\$100 security deposit is required to rent a room and is refundable, if you leave by contracted time with no damage to facility.

Community Center

Blue Room & Robert Smith Room:

Capacity – varies based on set up.

***NOTE:**

BALANCES MUST BE PAID IN FULL 14 DAYS PRIOR TO RESERVATION. THE BALANCE MUST BE PAID IN FULL WHEN RESERVATION IS SCHEDULED, IF LESS THAN TWO WEEKS.

CANCELLATIONS 14 DAYS BEFORE THE EVENT RECEIVES THE FULL REFUND LESS A \$15.00 PROCESSING FEE. IF LESS THAN 14 DAYS PRIOR TO THE RESERVATION, YOU LOSE YOUR ENTIRE DEPOSIT.

All facilities may be reserved up to 1 year in advance.

Any special needs or set up arrangements must be presented to FPD for approval. Please include a room set up diagram.

The undersigned agrees to the regulations and policies of the Foss Park District and assumes full responsibility for the facilities used, assumes all liability for his/her participants and holds harmless the Foss Park District, its Commissioners, its staff, and their family and heirs. Cancellations 14 days before the event receives the full refund less a \$15 processing fee; if less than 14 days prior to the event, you lose your entire deposit. Proof of residency is required for resident rates.

Signature of responsible person (must be 21 years of age): _____

Date: _____ **Time:** _____

Request accepted by: _____

Foss Park District

Date

ROOM RENTAL USE APPLICATION

GENERAL RULES FOR ROOM RENTALS:

- Alcohol beverages are not permitted in any indoor/outdoor facility
- Smoking is not permitted at any indoor facility
- Selling merchandise is not permitted at the facility
- Soliciting is not allowed
- On-site admission fees are not permitted
- Use of the kitchen is available for an additional fee
- For continuous rentals, such as church services, please call the Park District
- No items can be stored at the facility before or after the contracted rental time without prior approval
- At all indoor rentals, a Foss Park District representative will be present throughout the length of the rental
- Damage to the facility or equipment will result in at least the loss of the security deposit
- Reservations must be made at least 14 days prior to the rental date
- Reservations made less than 14 days cannot be guaranteed until staffing is secured
- District is not responsible for lost or stolen property
- All rental requests must be made by a person at least 21 years of age, and be present during the entire function
- Facilities may not be used for religious services unless prior approval is received from the Board of Commissioners
- Failure to abide by the rental contract may result in deposit loss or shut down of the rental and lost time will not be reimbursed
- Rental deposits will be mailed to the renter 7 – 10 days after the rental as long as the rules have been followed and there is no damage

PRIORITY OF USAGE:

Although usage of facilities is on a first come, first served basis, the following is used in the event that two requests are received at the same facility at the same time:

- Foss Park District programs or partnered programs with FPD
- Unit School District 187
- Foss Park District Residents
- Agencies, Fraternal and Religious Organizations and local Government within the FPD boundaries (for meeting purposes only)
- Businesses located within the Foss Park District
- Non-residents
- Non-resident organizations

FACILITY ROOM RENTAL:

A security deposit of \$100 is required at the time of the rental request. The entire rental fee must be paid at least 14 days prior to the scheduled event.

The renter arranges the room set up with Foss Park District staff.

There must be at least one adult (21 years of age) with every 10 children.

Any special requests or additional items brought into the facility will need prior approval and possibly a Certificate of Insurance.

FEES:

Fees are on a separate Rate Sheet based on day of week, time of day, and residency.