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# Genoa Township Park District

"Parks & Recreation...The Benefits are Endless!"

## BUILDING USE AGREEMENT

Effective June 5, 2017

Responsible Party: \_\_\_\_\_  
 (Responsible Party must be in attendance throughout the rental.)

Mailing Address: \_\_\_\_\_

Home Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Facility Requested: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Requested: open: \_\_\_\_\_ close: \_\_\_\_\_  
 (Please allow time for set-up & decorating as well as take down and clean up within your open/close times. Parties may not arrive before the open time to decorate and must be off the property at the close time.)

Type of function: \_\_\_\_\_ Approximate number of quest expected: \_\_\_\_\_  
 (Maximum Group Size: Recreation Building-120 Administration Building-50)

Facility	Resident First 3 hours	Resident Add. hours	Non-Resident First 3 hours	Non-Resident Add. hours	Deposit (Refundable)
RECREATION BLDG	\$ 90.00	\$ 25.00	\$ 135.00	\$ 25.00	\$ 150.00
ADMINISTRATION BLDG	\$ 50.00	\$ 20.00	\$ 75.00	\$ 20.00	\$ 100.00
ADMIN-KITCHEN	\$ 25.00	\$ 5.00	\$ 25.00	\$ 5.00	

Fees should be paid with two separate checks for bookkeeping purposes.  
 Deposit is due at the time of the booking. Rental payment is due no later than two weeks before the rental.

\_\_\_\_\_  
 Signature of Applicant/Date

\_\_\_\_\_  
 Agent, Genoa Township Park District/Date

\_\_\_\_\_ **For Office Use Only** \_\_\_\_\_

Date Deposit Received \_\_\_\_\_ Amount \_\_\_\_\_ Cash/Check # \_\_\_\_\_

Date Rental Fee Received \_\_\_\_\_ Amount \_\_\_\_\_ Cash/Check # \_\_\_\_\_



## Genoa Township Park District Building Use Agreement Terms and Conditions

This is an agreement between the Genoa Township Park District and the “responsible party” for the use of the facilities in Chamberlain Park, 400 East Second Street in Genoa, IL. We the aforementioned do hereby agree to the following terms and conditions as set forth by the Genoa Township Park District. These regulations are to be followed to assure their refund of the responsible party's deposit.

Responsible Party: \_\_\_\_\_

Facility Requested: \_\_\_\_\_ Date Requested: \_\_\_\_\_

1. No Smoking—This includes the restroom areas. State law prohibits smoking in public buildings.
2. No alcohol may be served, consumed or brought onto Park District property. This covers all portions of Chamberlain Park including the parking lot. If caught with alcohol on the premises, you will forfeit your rental deposit and be asked to leave the property.
3. Residents and Non-residents, 18 years or older, may complete and sign a Building Use Agreement for rental of Park District facilities.
4. The responsible party must be present during the entire rental time. If unable to be present at set-up time, tenants may designate a person responsible for set-up. Such designation must be in writing and received by the Park District at least ten (10) days before the rental date. Such designation does not release the responsible party from being on the premises before quests arrive and staying until the departure time. Any responsible party who is not on the premises in accordance with this policy will forfeit their damage deposit.
5. The responsible party is financially responsible for any damages to Park District facilities or its contents incurred during use.
6. During use of the administration building, no entry into the Park District office area or use of Park District office equipment (copy machine, computers, fax machine, etc.) will be allowed.
7. Do not disturb any program equipment located in the preschool area, storage closets or office areas. This includes the Karate dummies located in the Recreation Room.
8. During rentals of the Recreation Room, you will have access to the Preschool area for bathroom access. Please do not disturb any preschool materials. The Park District does not provide toys for rental use.
9. You are welcome to move chairs, tables, etc., for your needs, but they must be returned to their original position after your rental. Failure to return tables and chairs will result in forfeiture of your damage deposit. The Park District does not set up tables and chairs for rental groups.

10. No fees or charges to guests are permitted either on or off the premises.
11. The Park District will not be responsible for any articles or personal belongings brought into or left in the park facilities.
12. The Park Board of Commissioners reserves the right to reject or refuse admittance to any person (s) or organizations that do not conduct themselves properly.
13. If the Park District incurs court costs and/or attorney's fees in enforcing this agreement, the responsible party will be financially responsible for these charges.
14. **Brooms, mops, etc., needed for cleaning will be available for your clean-up. When you are finished using the building, you are responsible for sweeping, moping, vacuuming, wiping down tables, removal of all decorations, and emptying garbage cans into the dumpster.**
15. If any carpet spills are noted at checkout time, a fee may be charged to cover the cost of carpet cleaning.
16. The Genoa Township Park District exercises a HOLD HARMLESS POLICY during all sponsored programs, events or reserved uses of the facilities. Be aware that in renting a facility for yourself and other participants you invite for participation in the above rental, you will be waiving and releasing all claims for injuries to you or your participants that might sustain arising out of the above rental. I recognize and acknowledge that there are certain risks of physical injury to participants in the above rental and I agree to assume the full risk of any such injuries, damages, or loss regardless of severity, which I or my participants may sustain as a result of participating in any activities connected or associated with any such rental. I waive and relinquish all claims I or my participants may have against the Park District in the above rental. I hereby fully release and discharge the Park District and its officers, agents, servants, and employees from any and all claims from injuries, damage or loss which may have or which may occur to me or my participants an account of my participation or the participation of my invited guests in any of the above rentals. I further agree to indemnify and hold harmless and defend the Park District and it officer, agents, servants, and employees from any and all claims resulting from injuries, damages and losses sustained by me or my participants arising out, connected with, or in any way associated with the activities of any of the rentals.

I have read the attached agreement and hereby agree to comply with the park district rules and regulations. Applicant is hereby granted the use of the area requested herein pending approval on the date and hours under the conditions stated. Applicant agrees to pay all fees and understands that the deposit can be forfeited should the building policies not be followed.

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Signature of Applicant/Date

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Agent, Genoa Township Park District/Date