

Summerlakes  
Pavilion Rental  
Permit  
Application No. \_\_\_\_\_



Warrenville Park District  
3S260 Warren Avenue  
Warrenville, IL 60555  
Phone: (630) 393-7279  
Fax: (630) 393-7282  
www.warrenvilleparks.org

**APPLICANT INFORMATION**

I hereby make application for use of Park District Property subject to the following facility regulations:

Applicant Name : \_\_\_\_\_

Organization Name : \_\_\_\_\_

(If applicable)

Address: \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Emergency Contact No: \_\_\_\_\_

Drivers License: \_\_\_\_\_ State ID: \_\_\_\_\_

**RENTAL INFORMATION**

Date Requested: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Rental Option: \_\_\_\_\_ Hours from: \_\_\_\_\_ To: \_\_\_\_\_

Rental Option	Resident Fee	Non-Resident Fee
½ Day rental 1-5 Hrs	\$15.00	\$30.00
Full Day Rental 5+hrs	\$25.00	\$50.00
Corporate Rental Full Day Only	\$50.00	\$100.00
Non Profit Organization	\$15.00	\$30.00
<b>All Rentals Require Deposit</b>	\$25.00	\$50.00

**Pavilion capacity 50 person maximum.**

*Rental includes shelter, 6 picnic tables, use of electricity and water access.*

**Waiver & Release:** I do hereby fully release and discharge the Warrenville Park District, its officers, and agents, servants and employees from any and all claims resulting from accident or injury, including death, theft, or loss of property for themselves and to the others of his/her group that may arise out of the rental of Warrenville Park District Park Pavilion. ***I have read, understand and will comply with all Warrenville Park District Pavilion Rental guidelines and restrictions.***

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Please indicate your choice of payment:

Check  Cash  Visa  Mastercard CC# \_\_\_\_\_

Check Number: \_\_\_\_\_ Cardholder Name: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Charge Amount: \$ \_\_\_\_\_

**All deposits will be held 48 hours by the Warrenville Park District and released upon inspection of the Park District Pavilion area.**

Deposit Amount required: \_\_\_\_\_  Check No \_\_\_\_\_  Cash  CC Authorized Reservation # \_\_\_\_\_

Received and processed by: \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*Only registrations paid by credit card will be accepted via fax. When registering via fax, it is mutually understood that the facsimile registration documents (including waiver and release of all claims) shall substitute for and have the same legal effects as the original form.**

*Continued on back page*

*Office Use Only Continued*

**Deposit Returned to Renter:**             Water Key Returned \_\_\_\_\_ (staff to initial)

**Signature:** \_\_\_\_\_ **Print:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PAVILION RENTAL GUIDELINES**

It is the intent of the Warrenville Park District to make our facilities available to the public on a fair and equitable basis. A person seeking issuance of a permit shall sign the application form stating that he or she has read and understands any district rules, regulations and guidelines for rentals and use of parks, land property and/or any other Park District facility.

1. All functions in the Park District facilities must be in compliance with all District regulations and ordinances.
2. Outdoor facility permits are required for groups of 20 or more, but can be obtained by smaller groups for a firm reservation. Resident groups (60% or more residents) may submit requests beginning the first business day in January; nonresident groups may submit permits beginning the first business day in March each year.
3. Applications are processed in order of receipt. Park District programs, School District 200, City of Warrenville, WAA & WGSA events are given priority in facility scheduling.
4. Applications for use of Park District facilities must be made at the Recreation Center Registration Office. Applications must be completed in full and signed by an adult (21years or older) who must assume responsibility for the group and be present during the entire rental period. Inaccurate information will result in cancellation of the permit with the loss of rental charges or deposits.
5. All individuals, groups/organizations will be required to verify residency in accordance with the fees/charges categories.
6. The Park District reserves the right to terminate or reschedule any and all permits for any reason deemed to be in the best interest of the Park District. Disorder amongst patrons may be grounds for cancellation of a permit and subsequent denial of future permits.
7. Acts Prohibited: The unlawful distribution, dispensation, possession, or use of a controlled substance, including cannabis and alcohol, is prohibited on Warrenville Park District property.
8. The established closing hours for the Park District Pavilion is 9:00p.m.
9. Individuals, groups and organizations are responsible for any set up, clean up and orderly condition of the facility upon their departure. Any damages to facilities deemed to be in excess of normal wear and tear, or excessive clean up, will be charged to the individual signing the application. The Park District reserves the right to require a security deposit from any group utilizing the Park District facility.
10. Cancellations require a refund request form to be submitted to the Park District at least 48 hours prior to the rental date.
11. Any use of loud speakers or public address system is strictly prohibited except by special written permission from the Park District. The Park District may cancel permit for use of amplification instruments at any time.
12. Dependent upon the nature of the activity, rental groups may be required to submit a certificate of insurance with the Warrenville Park District named as additionally insured for not less than \$1,000,000.00 per occurrence.
13. Individuals, groups and organizations must agree not to discriminate on the basis of disability, in accordance with the Americans with Disabilities Act, while utilizing Park District parks, fields, and facilities.
14. Permits are not issued to individuals or groups charging admission or fees for the purpose of private monetary gain unless written permission is granted. No person shall sell, offer to sell, or exchange property, or buy, offer to buy, or exchange any property, or take up any collections of any money or property of value in or on the Park District facilities.
15. The posting of any advertisements of any product or service for sale is prohibited.
16. Facility rental policies are subject to change without prior notice.