

SANDWICH PARK DISTRICT



Established 1966

1001 N. Latham Street Sandwich, Illinois 60548

BUILDING USE AGREEMENT

Revised.Approved: **10.13.2011**

Responsible Party: _____

*Responsible Party (Individual that must be in attendance throughout rental)

Mailing Address: _____

Home Telephone: (_____) _____ Work Telephone: (_____) _____

Request for use: _____ Main room _____ Kitchen (Refrigerator, Stove)

Date requested: _____

*Time requested: Open: _____ Close: _____

(*Please be sure to allow time for set-up & decorating as well as take-down and clean-up within your open and close times/ you may not "come early" to decorate)

Purpose for use: _____

Approximate number anticipated to attend: _____

Park District Resident

\$120 first 3 hours, \$25 per hour thereafter
Plus \$100 refundable security deposit

For Profit Groups and or Events

\$170 per meeting first 3 hours, \$25 per hour thereafter
Plus \$100 refundable security deposit

Park District Non-Resident

\$170 first 3 hours, \$25 per hour thereafter
Plus \$100 refundable security deposit

Profit making business parties, fund raisers, profitable shows and/or exhibits

\$170 first 3 hours, \$25 per hour thereafter
Plus \$100 refundable security deposit

Not for Profit Groups and or Events (charged only on weekends)

\$30 first 3 hours, \$15 per hour thereafter
Plus \$100 refundable security deposit

Security deposit is refunded, after inspection, if facility is found to be in proper order.

Fees should be paid with two separate checks for bookkeeping purposes.

Security deposit is due at time of booking. Rental payment due no later than two weeks before rental.

Security deposit received on: _____
Cash _____ Check # _____ Amount Paid _____

By: _____

Payment received on: _____
Cash _____ Check # _____ Amount Paid _____

By: _____

* **Drivers License will be copied for proof of residency.**

This an agreement between the Sandwich Park District and the 'responsible party' for the use of the facility at 1001 N. Latham St. in Sandwich. We the aforementioned do hereby agree to the following regulations set forth by the Sandwich Park District. These regulations are to be followed to assure the refund of responsible party's security deposit.

1. **No Smoking** - anywhere inside building and within 15 feet of any entrance.
2. **No Alcohol** - inside the building and/or park grounds, owned and operated by the Sandwich Park District.
3. **No Pets** - are allowed in the building at any time.
4. User is responsible for any damages incurred during use, inside and outside and may forfeit security deposit.
5. **Someone must speak fluent English** and be in attendance the entire time to communicate with the custodian.
6. Entry to the Park District office area is prohibited. **No children** allowed in kitchen, for safety reasons.
7. Do not disturb the program equipment located in main room closets! These items are for Park District use only.
8. Park District coffee makers may be used...however we do not furnish coffee. All items used in the kitchen must be cleaned thoroughly to receive full security deposit.
9. Decorations are acceptable, however; **NO TAPE, thumbtacks, piñatas, etc.** on the walls or ceiling. Table decorations, balloons, etc. are fine. No silly string or small confetti please. Renters will be liable for damages.
10. The custodian will mop and vacuum floors after your rental. Please wipe down tables and chairs after use, clean up in kitchen area and take out trash to dumpster at the entrance to the main parking lot.
11. Children **MUST** be supervised at all times, or your rental may be terminated. Noise levels must remain at a **Normal Level**, being considerate of others in facility, at the park and the neighborhood.
12. An **additional fee** may be charged to cover the cost of extensive cleaning inside and/or picking up grounds.

The following is not to be construed as a lease agreement. The Sandwich Park District reserves the right to cancel the organization / renters use of the facility at any time without prior notice. I have read this agreement and agree to its' terms.

Date: _____ Park District Representative's Signature: _____

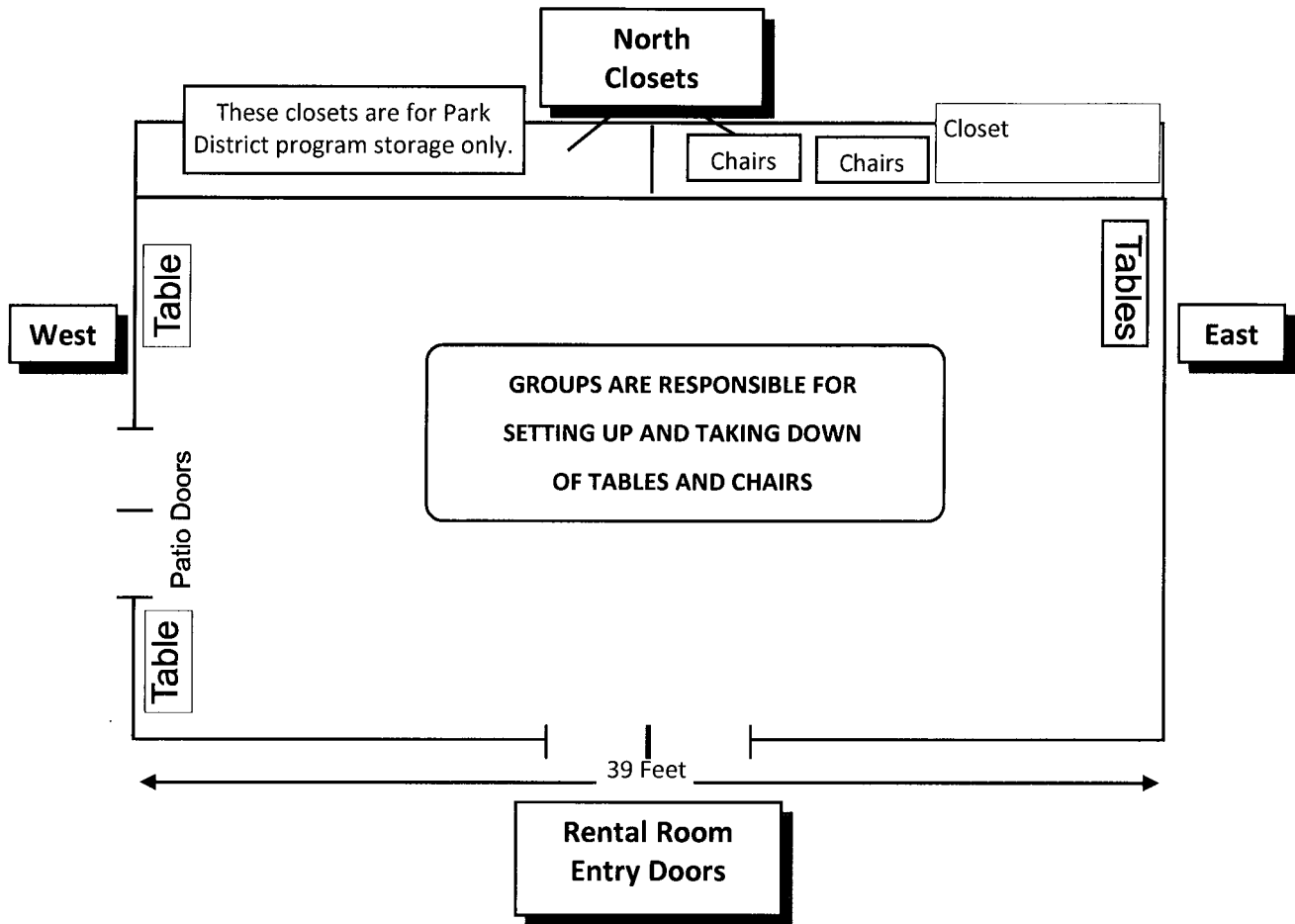
Responsible Party (Renter's) Signature:

=====
For Office Use Only

Custodian Name _____ Time group left _____ Damage _____

Comments: _____

ROOM DIAGRAM



****Security Deposit**

A full security deposit may be refunded, after facility has been inspected by staff, and found in good order. Your check will be mailed back within two days, following the Sandwich Park District Board Meeting Schedule.

The Park District Board of Commissioners meet regularly on the second Thursday of each month at 6:30 p.m.

Meetings are open to the public.