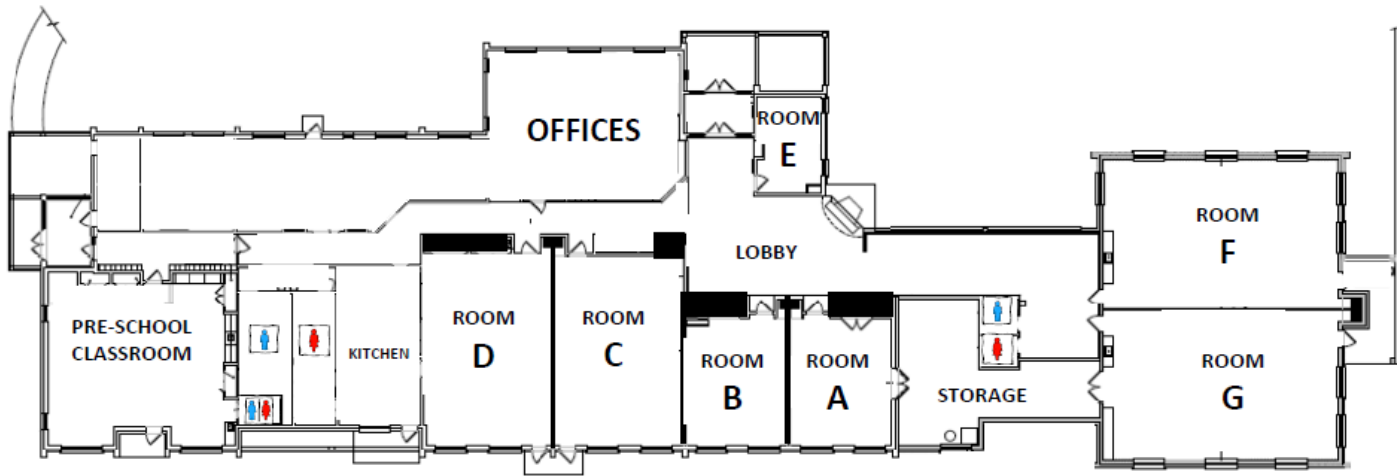


BURR RIDGE PARK DISTRICT USAGE POLICY FOR BURR RIDGE COMMUNITY CENTER (08/02/2015)

The Burr Ridge Community Center is a non-smoking facility.



ROOMS – Rooms can be combined for larger rentals

Room A: Small program room designated for performing arts, tumbling, and small aerobic classes. Room A has one wall fully mirrored with ballet bars. Capacity is 25 people.

Room B: Small program room designated for small meetings and can be combined with room A for medium group meetings which do not require the use of kitchen facilities. Capacity is 25 people.

Room C: Large program room designated for larger meetings and programs. Capacity is 50 people.

Room D: Large program room designated for various uses. Room D has an accessible sink and is connected to the kitchen. Room D is ideal for most parties and events and can be connected to all rooms for large events such as family reunions, business meetings, etc. Use of the kitchen (with limitations, see next section) requires an additional fee of \$35. Capacity is 50 people. Capacity is 150 when combined with Rooms A, B, and C. Certain set-ups may reduce capacity.

Room F: Program room designated for larger meetings and programs. Capacity is 60 people.

Room G: Program room designated for larger meetings and programs. Room includes a hand sink and available countertop space. Capacity is 60 people. Capacity is 120 when combined with Room F.

EQUIPMENT

Use of Kitchen Rentals including the use of **Room D** are allowed to rent the kitchen for warming in the oven and/or cooling prepared food and/or drinks. The kitchen may also be used as a holding (no preparation) area for caterers and food supplies. Cooling capacity may be limited for storing large quantities of drinks and food. Rentals may use Coffee pots and makers. Food may NOT be prepared and/or cooked in the kitchen. All supplies (cups, plates, napkins, etc) must be provided by renter.

Tables and Chairs are included in rental fees. Tables for seating are round tables (diameter 60 inches, seat 6-8 people to a table, 90 inch round table clothes). Limited rectangular tables for food and gifts are also available by request.

Audio/Visual equipment is available for use by request. The Park District has the following equipment: public address system with tape and compact disc player; video projector for presentations; portable television with DVD/VCR capabilities. The Park District may charge an additional fee or deposit prior to use of this equipment. The user will assume all responsibility for broken or damaged equipment.

Equipment brought into the facility by the renter: The renter is required to request approval from the Park District for any outside equipment that is not the property of Burr Ridge Park District. These items include and not limited to: staging or risers, musical instruments, and DJ equipment. The Park District will prohibit these items from the building unless approval is granted. Depending on the equipment, additional insurance may be required.

DECORATIONS

Decorations are allowed under the following conditions:

1. **Helium balloons of any type are not allowed.**
2. Blue painters tape (ONLY) is allowed for wall decorations
3. The renter is responsible for any damage or additional maintenance work caused by decorations

BOOKING AVAILABILITY

All requests should be submitted at least 14 working days prior to the desired date. All rentals of the Community Center are subject to availability with regards to Park District programs.

Rental Time: Minimum rental time of 2 hours. One hour rentals will be allowed during regular hours of operation. Set-up and clean-up charges of \$20 per hour apply.

- Monday through Thursday: 8am-9pm
- Friday and Saturday: 8am-11pm
- Sunday: 12pm-8pm

RENTAL DATE	APPLICATIONS ACCEPTED BEGINNING
September 1 thru April 30	August 1st
May 1 thru August 31	April 1st

- Two year advance reservations are allowed for the following: Friday from 5:00pm to 11:00pm; Saturday evenings from 5:00pm to 11:00pm; and Sunday from 12pm to 8pm.

Special Condition: The Park District reserves the right to reject usage requests which, in the opinion of the Park District, pose the potential building damage, lack of supervision, limit public access, or maintenance concerns beyond the District's ability to manage.

RENTAL FEES

The renter designated on the application must be in attendance for the entire rental period and is the person responsible for the payment of all fees.

All fees are due 14 days before rental. A paid reservation/damage deposit will secure your requested date and are additional to the rental fees.

Reservation/Damage Deposit: Each applicant will be required to post a reservation/damage deposit with the Park District at the time of reservation. The deposit may be a check or a credit card and will be charged separately from all rental fees. Return of reservation/damage deposit fees are subject to any damage or extra clean-up after the conclusion of the rental. See **Alcohol Section** in the official Park District policy for groups requesting permission for alcohol.

- \$250 for any rental requesting the use of alcohol
- \$200 for rentals of 100 people or more
- \$100 for rentals of 51-99 people
- \$50 for rentals of 50 people or less

Fee Structure

Group 1 – Resident, not for profit, community service group *

Group 2 – Individual resident or resident business

Group 3 – Non-residents

*Must provide written proof that the group has an official IRS not for profit designation with an address of record located within the Burr Ridge Park District.

Hourly Rates (unless otherwise noted):

COMMUNITY CENTER	CAPACITY	Group 1	Group 2	Group 3
Rooms F and G	120	\$60	\$90	\$105
Rooms F or G	60	\$40	\$55	\$70
Rooms A, B, C and D	150 ¹	\$55	\$115	\$130
Rooms B, C, and D	125	\$35	\$90	\$105
Rooms C and D	100	\$35	\$75	\$90
Room C or D	50	\$20	\$50	\$65
Rooms A and B	50	N/A	\$50	\$65
Room A or B	25	\$0 ²	\$35	\$40

1. Capacity is 150 with set-up of tables and chairs.
2. Building supervisor rate of \$15 per hour will be charged for Group 1 use which occurs at times when the building is not open to the general public.

Additional Fees

TYPE	INFORMATION	FEE
Alcohol Insurance	Required for any rental requesting the use of alcohol	\$175 ¹
Event Facilitation Fee	Flat fee, applies to groups of 100 or more people	\$30 ²
Maintenance Fee	Flat fee, applies to groups of 25 or more people or use of multiple rooms	\$30 ²
Set-up and Clean up Time	Per hour	\$20
Use of Kitchen	Flat fee, restrictions apply, see equipment section	\$35

1: Rates are subject to change according to group size and market conditions.

2: \$20 per hour set-up/clean-up fee charges are separate from these.

Late/Overtime Charges

The renter must complete the use of the facility at the designated time. If the renter stays beyond the designated rental time, the Park District will keep the full deposit.

Cancellations are allowed with the following charges to apply:

- | | |
|-------------------------|---|
| 30 or more days notice: | Deposit refunded, minus a \$3 administrative fee. |
| 15-29 days notice: | 50% of the deposit refunded and 100% of paid fees refunded. |
| 14 or less days notice: | The entire deposit fee kept and 100% of paid fees refunded. |

INSURANCE REQUIREMENTS

A renter will be required to provide proof of liability insurance naming the Burr Ridge Park District as additional insured for certain activities including, but not limited to organized athletic events, and non-routine high risk activities as determined by the Park District.

Typical coverage required would be \$1,000,000 coverage for a combined single limit. If required, the certificate must be submitted to the Park District no later than seven days before the usage. The Park District can provide information on special insurance programs, which can be purchased by the renter through the Park District Risk Management Agency.

USAGES FOR MINORS

Rental applications may only be made by individuals age 21 or older. For activities involving minors, the following requirements are in effect:

- A. One adult (age 21 or older) chaperone must be on site at all times for every twelve minors in attendance. Names, addresses, and phone numbers of chaperones must be provided in

advance of the usage. Failure to provide on-going supervision will result in immediate termination of the usage.

- B. For groups of minors (ages 13-21) in excess of 50 participants, the District may require the renter to have an off-duty police officer in addition to the required chaperones.

ALCOHOL

Alcohol is prohibited in all parks and facilities without special approval from the Board of Commissioners or it's designee. Drunkenness and intoxication is prohibited regardless of permit. Usages requesting a liquor permit must fulfill the following requirements:

- A. Security deposit will be increased to \$250 per usage, which is refundable upon successful completion of the usage.
- B. Liquor Liability Insurance, including Dram Shop and Host Liquor, must be provided naming the Burr Ridge Park District as Additional Insured. The insurance limit must be at least \$1,000,000 per occurrence. Such an insurance policy can be obtained at reasonable rates through the Park District Risk Management Agency. Contact the Park District if you are interested in finding out more information current rates vary from \$170 to \$250 based of the size of the groups and market conditions.
- C. The "Permission to Serve Alcohol" section must be completed and returned with your application or a letter of explanation giving details of the event, such as date, purpose, and planned activities, should be submitted to the Park District along with the facility use application. Procedures to control under-age drinking, excessive consumption, and the names, addresses, and phone numbers of those individuals responsible for the activity should also be included.
- D. For any usages desiring to sell alcoholic beverages, the renter must first secure a retail liquor dealer's license from the Village of Burr Ridge. Contact the Village for further information. Even if the Village license is secured, the decision to allow any such sale will be made at the discretion of the Board of Commissioners.
- E. The renter must specify in writing to the District which portions of District property will be utilized for consuming alcohol, i.e. in building, under gazebo, etc. Erection of a tent or other temporary structure for the purpose also needs to be requested in advance in writing. The Park District must approve all locations where the alcohol will be consumed.
- F. The Park District reserves the right to reject any request for the use of alcohol whether the rejection constitutes a failure to meet any of the listed requirements or for any other reason deemed appropriate and with merit by the Park District.

HOLIDAYS

Park facilities are not available for usage on the following holidays: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

GENERAL RULES

1. Activities, which are likely to result in damage to property, injury to participants, or interference of scheduled activities, are prohibited.
2. The individual or group submitting the application will be the responsible party for any and all damages incurred during the usage and will be required to sign a check in / check out sheet. The person named on the application and permit must be in attendance the entire time. If cost of damages exceeds security deposit, the group or individual must pay them for prior to any additional usage.

3. Selling, exchanging, soliciting, fee collection, and barter are prohibited unless approved by the Board of Commissioners. Users are not allowed to post any advertisements for products or services for sale. Such requests should be made 45 days prior to the rental date.
4. All Burr Ridge Park District parks and facilities are smoke-free environments, with smoking being prohibited.
5. Gambling, fortune telling, games of chance are all prohibited.
6. No fireworks, firearms, weapons, or equipment are allowed in parks or facilities without authorization by the Board of Commissioners.
7. Any fires or barbecues must be approved in advance by the Park District.
8. No domestic animals of any type are allowed in the Burr Ridge Community Center, leashed or unleashed, except for special events approved by the Board of Commissioners. This prohibition does not apply to domestic animals such as seeing-eye dogs or other aids.
9. The use of traffic control devices (barricades, signs, etc.) is prohibited unless authorized by the Board of Commissioners.
10. Any use of sound amplification equipment must be applied for on the usage application and is subject to District approval.
11. Any use of food or refreshment must be requested at the time of application and is subject to District approval.
12. Renter will inform District on decorations being utilized and remove decorations at the conclusion of the usage.
13. Users must not physically move any equipment.
14. The building supervisor on duty or other Park District staff members reserve the right to eject any and all users for violations of stated rules without refund of usage fees. All approved applications are revocable at the discretion of the Park District.

CLEANING RESPONSIBILITIES

All users / renters are responsible for the general clean up of the facility / site. The site / facility should be returned to its original condition upon conclusion of the usage. The Park District will provide necessary cleaning supplies (garbage bags, etc.). A facility supervisor will complete a checkout sheet, which must be signed by the renter upon conclusion of the event. This checkout process will inform the user as to the satisfaction of their cleaning efforts with a chance to correct any problems. Failure to clean up the site / facility properly will result in charges being deducted from the security deposit.

Permission to Serve Alcohol

Name: _____

Mobile Phone Number: _____

Email Address: _____

Date of Party: _____

Time: _____

Nature of Function: _____

Planned Activities: _____

Other Individuals Responsible for Rental Activities: _____



Please initial the following:

- I have a copy of the Burr Ridge Park District Usage Policy for the Burr Ridge Community Center. _____
- I have read, understand, and agree to the terms of the Burr Ridge Park District Usage Policy for the Burr Ridge Community Center. _____
- I will not serve alcohol to minors or allow minors to handle an alcoholic beverage container. _____
- I will control and supervise access to alcohol by any minors attending the rental. _____
- I understand that local law authorities will be notified and the rental will be shut down if any minor is caught with or consuming alcohol. _____
- I will monitor the consumption of alcohol by my guests and will not allow anyone to excessively consume alcohol while on Burr Ridge Park District property. _____
- I understand that alcohol must stay in the rooms which I have rented from the Burr Ridge Park District. _____
- I understand that my event will be shut down if I violate the terms of the Burr Ridge Park District Usage Policy for the Burr Ridge Community Center. _____

Office Use Only

Approved: _____ Insurance form completed and submitted: _____



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BRCC RENTAL APPLICATION

Promoting Quality Living Through Quality Leisure

This form and all accompanying forms must be completely filled in and returned with all other necessary information before any request will be confirmed. A permit will be issued once all conditions are met and all fees are paid.

1. GENERAL INFORMATION:

Room(s) Requested	Date
Nature of Function	Time of Rental (not including set-up and clean-up time)
Estimated Attendance	Set-up Time
	Clean-up Time

Are you planning on collecting any revenue or engaging in any fund raising activities associated with this rental request? Applicant must check one of the following responses:

YES

NO

If you answered **YES**, you must complete the separate “Application For Approval of Fund Raising Activities In or On Burr Ridge Park District Property.” You are encouraged to review the Park District’s “Policy For Fund Raising Activities In or On Burr Ridge Park District Property” for all rules and regulations regarding such an application in addition to details on the decision making process regarding approval or denial.

Please note that if your rental application does seek permission for fund raising in any capacity, that application will not be considered or reviewed until the above referenced supplemental application is submitted and reviewed. Collecting revenue or funds of any nature without approval is prohibited.

2. APPLICANT INFORMATION: More information such as insurance and roster may be required.

Applicant’s Name (please print)	Home Telephone Number
Address	City and Zip Code
Alternate Telephone Number	Email Address

PLEASE CIRCLE YOUR RENTER CLASSIFICATION

- Group 1:** Resident Not-for-Profit-Group **Group 2:** Resident Individual or Business **Group 3:** Non-resident

3. DETERMINATION OF FEES:

\$	Rental Fees per hour	X		total hours	\$
\$ 20.00/hour	Set-up Time	X		total hours	\$
\$ 20.00/hour	Clean-Up Time	X		total hours	\$
\$ 35.00	Kitchen Fee			flat rate	\$
\$ 30.00	Event Facilitation Fee <small>(groups of 100 or more people)</small>	X		flat rate	\$
\$ 30.00	Maintenance Fee <small>(groups of 25 or more people)</small>	X		flat rate	\$
\$	Alcohol/Special Event Insurance			flat rate	\$
\$	Security/Damage Deposit			<small>(Post separate check or credit card)</small>	\$
				TOTAL FEES:	\$

4. METHOD OF PAYMENT

Cash Credit Check # _____

Discover VISA Master Card Authorized Signature _____

Printed Name _____

Card Number:

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 Expiration Date _____

CSV CODE: _____

5. WAIVER & RELEASE

In consideration for the Park District's permission to use its property/facilities for the activities specifically indicated, the sponsoring organization or the individual applicant recognizes that there are certain risks of injury and loss associated with this usage and agrees to waive and relinquish all claims that may result from any individuals attending this activity against the Burr Ridge Park District and its officers, agents, servants and employees. The sponsoring organization or individual applicant further agrees to assume all responsibility for the conduct and safety of all individuals in attendance and to make payments to the Burr Ridge Park District for any damages done to the requested park facility or equipment arising from the specified activity. The sponsoring organization or individual applicant has received and reviewed a copy of the Usage Policy for equipment and facilities and agrees to abide by all conditions therein.

Signature of Applicant

Date