

Facility Usage Stipulations

A minimum of 5 business days is required to process a request for a permit. Once your date is approved, your permit will be mailed. If there is a conflict or problem with your request, we will contact you by phone. **Reservations are limited to groups of 99 people or less.** For groups of 100 or more, users must obtain advance approval from the Board of Commissioners and the Executive Director, and at various locations you may be required to make arrangements for portable toilets and/or insurance.

1. The Bartlett Park District reserves the right to cancel any permits for use of its facilities at any time.
2. It is understood that you or your organization will comply with all rules and regulations and ordinances of the Village of Bartlett and the State of Illinois in the use of Bartlett Park District facilities.
3. All Bartlett Park District activities have priority over the use of all facilities. Should a Park District activity show up at the same time, they will without a doubt have the use of the facility.
4. A permit issued by the Bartlett Park District allows an individual or group to use the facility at that particular date/time. If an individual or group with no permit arrives, the group with no permit must leave the facility immediately or they or their organization (if a member) may have its rights to schedule the facility revoked. A current Bartlett Park District schedule or brochure may serve in the place of a permit for special events.
5. You or your organization will clean and police the area; removing all refuse, litter, etc. that has accumulated as a result of your use
6. No decorations or any other items may be affixed to the Gazebo structure.
7. No person or organization will use a facility, grounds or equipment in any manner not expressly agreed upon in the permit.
8. Each group or individual making a facility reservation is financially responsible for any damage occurring to the buildings, grounds or equipment.
9. Renters, their guests, their vendors and any other person(s) associated with their rental are not allowed to drive vehicles off the pavement and onto the grass for any reason.
10. All organizations and individuals renting or using Bartlett Park District buildings or grounds shall hold the Bartlett Park District harmless for any action or suit by any person or persons injured or occasioned by use of any Bartlett Park District facility, or by any other person or organization.
11. All functions require sufficient and competent adult supervision and chaperones for youths, which must be provided by the renter.
12. No alcoholic beverages are allowed or shall be served on any Bartlett Park District premises.
13. The facilities will be used only during the hours as stated on the permit. Your set-up and clean-up must be included in the time you state on the request for a permit.
14. The buildings, facilities or equipment shall not be used by any person for private business or any activity on which any individual or group makes a profit or gain, except as permitted by the Park Board.
15. Nonconformance to rules make this agreement subject to immediate cancellation.
16. The Gazebo time limit for taking pictures is 2 hours.
17. Cancellations – 11 or more working days prior to requested rental date -- \$6.00 administrative fee will apply
10 or less working days prior to requested rental date – No refund

Special Requests: Groups of 100+ people, the sale of goods/services, advertising/commercial activities, religious or partisan political events, amplified sound, tents/stages/stands/canopies/scaffoldings/platforms/other structures, the use of any electrical or electronic device requiring auxiliary power, bringing/landing/ascending any flying machine or balloon, horse riding, mechanical rides, inflated space walks, dunk tanks, and media (except news transmissions)/motion pictures/commercial photography all require approval of the Executive Director and possibly the Board of Park Commissioners.. A minimum of \$1M in general liability coverage with a certificate of insurance naming Bartlett Park District as additional insured may be required for such special requests. **Requests for tents and/or amplified sound, if approved, will also require the renter to obtain permits from the Village of Bartlett.** Please list any special request on page 1 of the request form and specify what you are requesting to have in the park. NOTE: Due to time constraints for board approval, all special requests may not be approved.

Permit Fees:	<u>AO West & Humbracht Picnic Shelters</u>	In-District	\$40.00 first 5 hours, \$5 each additional hour
		Out of District	\$65.00 first 5 hours, \$5 each additional hour
	<u>James "Pate" Philip State Park Shelter</u>	All Renters	\$60.00 first 5 hours, \$10 each additional hour
	<u>Bartlett Park Gazebo</u>	In-District	\$18.00 first 3 hours, \$3 each additional hour
		Out of District	\$33.00 first 3 hours, \$5 each additional hour