



Facility Use Regulations Island Center Hall

- Hours specified for facility use must include time the user will need for set-up and clean up.
- All use fees must be paid in full no later than 5 days after the reservation has been approved by District. Rental fees are specified on the District's Facility Use/Fee Schedule.
- The person signing the Facility Rental Application is responsible for picking up and returning the key, and for checking the security of the building at the end of the event.
- Keys must be picked up during office hours at the District office (Strawberry Hill Park, M-F, 8:30 am-5:00 pm). If an event is on the weekend, keys must be picked up on Friday prior to the event.
- The person signing the Facility Rental Application will accept liability for any loss or damage to the facility, building or grounds, resulting from use by their group. The extent of the liability is replacement or repair cost.
- User will pay \$150 damage/cleaning deposit (separate payment) when picking up key from District office.
- Cancellations made 30 or more days prior to rental date will receive a refund of fees paid, less a \$5 cancellation fee. Cancellations made 8-29 days prior to rental date will receive a 50% refund of fees paid, less a \$5 cancellation fee. Cancellations made 7 days or less prior to rental date will receive no refund.
- Any events intended primarily for those under 21 years of age must have supervision approved by Park District staff. Such events will require one adult chaperone per 8 students. A list of chaperone names and phone numbers is required.
- The maximum occupancy for the building is 150 persons.
- No alcoholic beverages may be consumed at Island Center Hall.
- No smoking in Park District buildings.
- Any decorations must be completely removed at the end of the event. No explosives, fire or incendiary devices of any kind may be used. No helium balloons or candles are permitted (except birthday candles on cakes).
- All evening events must conclude by 11:00 pm with clean-up finished by midnight.
- Before leaving, lights must be out, and both front and back doors locked and secure.
- Upon conclusion of the event, user is responsible for completing the **"Clean-up Requirements"** form. To receive a full refund of deposit, return the signed "Clean-up Requirements" check list when dropping off key.
- Keys must be returned to the District office one day after the event (or Monday if event is on the weekend).
- The District will refund the \$150 damage/cleaning deposit after District personnel determines that all fees have been paid in full and the facility is clean and in good repair.

I have read and will adhere to the regulations for renting this facility: (sign & return when picking up key)

Signature of Representative: _____ Date: _____
(Signator must be 21 years or older)

Reservation Date: _____

Reservation Time: _____

5/16/11