



Sycamore Park District Reservation Policies

The Sycamore Park District recognizes the need to market Park District facilities to the public. The District also recognizes the benefits of working cooperatively with local groups, organizations, and agencies to assist the Park District in this effort.

No group or individual may use a District building without scheduling said building either in person or in writing with designated District personnel, signing a completed reservation agreement and submitting all associated fees. Sycamore Park District sponsored activities have first priority in all facilities.

GENERAL

All reservations are taken on a first come/first serve basis.

Filing a request does not constitute approval of the facility rental, nor time requested. Once a rental request is made, please allow up to 4 business days for the scheduling supervisor to review request and contact renter with approval/denial of request. Approval/Denial of a request is based on park policy, park district or city ordinance, nature of the rental request and facility/staff availability. The Sycamore Park District reserves the right to reject any request for reservation of its facilities.

Upon receiving the rental agreement, the renter will have 4 business days to read, sign and return it along with associated fees to confirm reservations.

No rentals are considered confirmed until the proper forms have been completed in their entirety, and associated fees are paid in full.

One must be at least twenty-one years old to rent a District facility and remain present at the facility for the duration of the rental. The renting individual is responsible for the actions of all event attendees, including supervision of minors.

All associated fees must be paid in full:

SHELTERS at the time of booking.

SPLSH FNTN at the time of booking.

COMM POOL at the time of booking.

CLUBHOUSE 30 days prior to the event date.

COMM CNTR 30 days prior to the event date.

Approval from Sycamore Park District management is required for any delayed payment.

The District will assume no responsibility for any property left in the buildings by the renter, caterer or other service provider.

Upon conclusion of a rental, the facility must be returned to the condition and setup as it was found. Park District staff will only remove filled garbage can liners.

All rentals are overseen by Park District staff. Staff will set up tables and chairs, but is not on duty to assist with rental activities or additional setup. They are empowered to restrict the rental group's misuse of the facility and violations of the rental agreement before, during and after the rental time. It is the responsibility of the renter to notify guests of the duties and authority of the staff representative and assist them in performing their supervisory and enforcement responsibilities.

All rental attendees are expected to cooperate with the Park District staff representative and recognize their authority.

The District may, at its discretion, supply additional personnel support to attend functions that take place at District facilities. The renter will assume this expense.

Changes to the rental agreement requested within 48 hours of the rental are not guaranteed.

SHELTERS Dogs must be leashed at all times and owner are responsible for cleaning up after their pet.

Park District staff will post Private Rental Notice at entrance of generally public facilities on day(s) a rental is scheduled.

SPLSH FTN Park District staff will post Private Rental Notice at entrance of generally public facilities on day(s) a rental is scheduled.

WAIVED FEES

Waiver or reduction of facility rental and general admission fees may be granted to the following upon authorization by the applicable department head:

- Groups that currently partner with the District by means of an intergovernmental agreement, memorandum of understanding, letter of intent, etc.
- Local Sycamore governmental entities

SECURITY DEPOSIT

Upon the conclusion of a rental the District may charge additional fees based on the criteria listed below. Renters must provide a valid credit card and email to be kept on file. The renter will be notified by email in advance of their card being charged within seven days following the rental. Alternately, a renter may choose to make a \$100 cash deposit which will be refunded following the event (the renter is subject to additional charges beyond the \$100).

- Damage to District property or grounds
- Renter or event attendees staying passed the agreed upon rental time
- Personal property or decoration are left onsite

- Rental space is not returned to the condition prior to event and additional staff time and/or resources are needed to do so.
- Event exceeds maximum expected attendance
- Renter conducts activities other than what is specified in the rental agreement
- Renter violates any rental policies or park district ordinances
- Fire alarms activated on account of the renter or event attendee (renter is responsible for all costs incurred to reset the system)

CANCELATIONS

SHELTERS

Cancelations made within 30 days of the rental date, will not be refunded. If a renter does not show up for agreed upon rental, no fees will be refunded or transferred.

SPLSH FTN

Cancelations made less than 7 days prior to rental date will receive a 50% refund of the reservation fee. If a renter does not show up for agreed upon rental, no fees will be refunded or transferred. In case of severe weather, the splashpad will close as for the safety of our guests is more important. If the Park District cancels the rental due to severe weather or operational issues, the rental may be rescheduled, or a full refund issued.

COMM POOL

Cancelations made less than 7 days prior to rental date will receive a 50% refund of the reservation fee. If a renter does not show up for agreed upon rental, no fees will be refunded or transferred. In case of severe weather, the splashpad will close as for the safety of our guests is more important. If the Park District cancels the rental due to severe weather or operational issues, the rental may be rescheduled, or a full refund issued.

CLUB HOUSE

Cancelations made between 15 and 30 days prior to rental date will receive a 50% refund of the reservation fee. Cancelations made less than 15 days prior to the rental date will not be refunded. If a renter does not show up for agreed upon rental, no fees will be refunded or transferred.

COMM CNTR

Cancelations made between 15 and 30 days prior to rental date will receive a 50% refund of the reservation fee. Cancelations made less than 15 days prior to the rental date will not be refunded. If a renter does not show up for agreed upon rental, no fees will be refunded or transferred.

CONDUCT

All functions conducted in District buildings must be in accordance with District and facility ordinances, rules and etiquette standards and not in violation of Board policy.

A reservation agreement may be revoked at any time due to the misconduct of individuals in the group or for misuse of the property. Future reservation requests may be denied to these groups.

Children must be under adult (ages 21+) supervision at all times and kept from wandering or playing in nearby facilities where they may not be permitted such as the golf course, streams or rivers, parking lots and roadways, public areas being used by others, etc.

Music must be kept at a reasonable volume. Staff may request the volume to be turned down if deemed necessary.

Use of District amenities, property and facilities for anything other than their intended use is prohibited.

ALCOHOL

SHELTERS Renters and event attendees may not bring alcoholic beverages onto park district property unless an alcohol permit has been obtained. A permit may be obtained through the Park District at the time of your reservation and no later than one week prior to your rental date. A permit is not valid without the proper proof of insurance and payment of the \$50 permit fee. No alcohol permits will be issued on the day of your rental. Police will check each picnic for alcohol permits.

SPLSH FNTN Alcohol is prohibited at Splash Fountain as well as all facilities/grounds of the Legacy Campus.

COMM POOL Alcohol is prohibited at the Community Pool.

CLUBHOUSE No outside alcohol is permitted during rental of the Clubhouse.

Permitted in the Clubhouse and on the deck only. Alcohol may be purchased as a cash bar or with a pre-arranged tab.

Alcohol sales begin at 10am, Monday-Sunday. All alcohol sales conclude at 10pm, Sunday thru Thursday and 12am Friday and Saturday.

COMM CNTR Alcohol is prohibited at all facilities and grounds of the Legacy Campus.

SMOKING

SPLSH FNTN Legacy Campus, including all buildings, grounds and parking lots, is a smoke free environment. Smoking is prohibited at Splash Fountain and all surrounding exterior spaces.

COMM POOL Smoking is prohibited in all Park District facilities as well as within 15 feet of any entrance, window or deck. All tobacco waste must be discarded in appropriate receptacles.

CLUB HOUSE Smoking is prohibited in all Park District facilities as well as within 15feet of any entrance, window or deck. All tobacco waste must be discarded in appropriate receptacles.

COMM CNTR The Legacy Campus, including all buildings, grounds and parking lots, is a smoke free environment. Smoking is prohibited in the Community Center and all surrounding exterior spaces.

FOOD

<u>SPLSH FNTN</u>	Food is prohibited inside the Splash Fountain fence.
<u>COMM POOL</u>	Pool concessions are not open during pool rentals unless requested. Renters may bring in their own food. Food is prohibited on the pool deck.
<u>CLUB HOUSE</u>	Outside catering is allowed but there is no access to the Park District kitchen, or equipment.
<u>COMM CNTR</u>	Food may be brought in for a rental, however renters or caterers will only have access to the room under contract for food preparation and service. Food is prohibited inside the Splash Fountain perimeter fence.

SCOPE OF RENTAL

Renters are in violation of the rental agreement when arriving before or staying after the time agreed upon in the reservation agreement. The timeframe disclosed in the agreement must account for setup and clean up time. A request to extend reservation time, must be arranged with the rental coordinator for that facility prior to scheduled use and may incur additional fees.

Supplies (food, decorations, balloons, etc.) may not be delivered to the site in advance of the rental date or agreed upon start time of the rental unless specific permission has been granted in writing by the Park District.

A rental agreement only grants renters exclusive access to the designated room or facility. Adjacent amenities, restrooms, areas, rooms will remain open to the public and/or in use by the District or other renters.

Exceptional services, activities or needs must be disclosed at the time of reservation. Some requests will be subject to approval of a special use permit by the Executive Director. Examples include:

- Live music
- Extended rental time beyond the designated times offered

<u>SPLSH FNTN</u>	Water features are on a timer based on the time specified for your rental agreement. Payment and confirmation of your event's time frame must be made at least 48 hours prior to rental.
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PROHIBITED ITEMS AND ACTIONS

The following are prohibited at all rentals:

- Sale of food items
- Sale of any article or thing including taking up a collections, solicitation or contributions of money towards anything of value.
- other items without park district approval
- When decorating, tape, Command™ hooks, glitter, nails, tacks and putty are prohibited
- Decorations that hang from structures in the room or lights

- Glass beverage containers
- Sidewalk chalk
- Fog machines
- Livestock or petting zoos
- Open flames or any other fire built outside of designated areas (birthday cake candles and sternos are permitted)
- Helium tanks

COMM CNRT Food is prohibited in the gym without the Park District's written Permission.

GAMBLING

Gambling on Park District property is prohibited.