

Founders Community Center
140 Oak Street
Frankfort, IL 60423
Ph. 815-469-9400
Fax 815-469-9275



For Office Use Only	
Date _____	Staff _____
Residential Status _____	
<input type="checkbox"/> Cash	<input type="checkbox"/> Check# _____ <input type="checkbox"/> Credit Card
Permit Number _____	

APPLICATION FOR USE OF SPLASH PARK

Rentals will be available Monday – Friday from 4:30-6:30 pm & Saturday - Sunday from 3:30 – 5:30 pm for a rental fee of \$200 for Residents and \$250 for Non-Residents. A \$200 Security Deposit is also required. The rental includes use of the Splash Park, a picnic shelter closest to splash park (East Shelter) beginning 15 minutes before the rental time. This includes the renter’s set-up and clean-up time. *Please note that the shelter will have seating for up to 30 people.*

Name of Applicant (print) _____
(Must be 21 years of age or older and in attendance for the entire duration of the rental)

Address _____ **City** _____ **State** _____ **Zip** _____

Phone _____ **Email** _____

Day/Date Requested _____ **Estimated Attendees** _____
(Max 60)

CONDITIONS OF PERMIT

The above-named agrees to pay the following fee of **\$200/NR \$250** dollars and a security deposit of **\$200**, and to abide by the rules set up by the Frankfort Park District and agree to save and hold harmless, and reimburse the Frankfort Park District, with respect to any claims, suits, attorney fees, and any other expenses which may arise due to personal injury or property damage suffered or incurred in connection with or incident to the use of the park facilities by the undersigned. I also understand that the fee paid by us, is to reimburse the Frankfort Park District for the additional time required of maintenance personnel in connection with the use of this facility. Any overtime pay required by the maintenance personnel shall be the responsibility of the organization using the facilities.

I (we) agree that I (we) will be responsible for the conduct of the group which has been granted the use of the above named facilities and shall conform to the official operating policies relating to buildings and properties as established by the Frankfort Park District. I (we) further agree to reimburse the Frankfort Park District in full for the fee as agreed upon for the use of the above-named facilities in addition to any loss due to breakage, defacing of property, or other damage to the premises.

Account Number - must complete when using Visa, Master Card, or American Express											
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Cardholder Name _____				Exp. Date _____				Charge Amount _____			
Authorized Signature _____								Security Code _____			
Must have signature to be processed											



(Signature of Person Requesting Use)

Approved _____ Disapproved _____

Recreation Supervisor Date

Policies & Procedures for Splash Park Use

1. Rental applications must be completed in full, signed by an adult over the age of 21 who assumes responsibility for the event and will be present during the entire duration of the rental. If for any reason it is determined resident rentals are rented for Non-Residents, Frankfort Park District reserves the right to charge the Non-Resident rate to the card on file and for future rentals booked.
2. **No smoking or vaping of any kind allowed – the Frankfort Park District facilities are smoke-free environments. Smoking and vaping of all tobacco and marijuana products are prohibited at all PARKS, park buildings and property outside of our buildings.**
3. Guests attending your event must not engage in indecent acts or other personal behaviors that are not permitted in public. Renters have use of the park space but are not authorized to use athletic space that is permitted for organized activities. Your guests and their actions are the renter's responsibility. No tailgating or loitering in the parking lot.
4. No glitter, confetti, nails, Velcro, or other permanent adhesives may be used on the pavilion. Masking or painters' tape may be used. The renter must remove all tape and decorations before leaving. Failure to remove any of these items may result in the loss of security deposit.
5. No glass bottles or containers are allowed in the parks as they create a safety hazard.
6. No functions are to be held for the purpose of advertising or promotion for organizations without prior authorization. **No rental facility shall be used for the purpose of generating revenue. This includes but is not limited to charging admission, selling raffle tickets, and/or selling food and beverages.**
7. Renters must supply their own equipment and may not use Park District equipment unless prior permission has been granted.
8. Tables in the pavilion must stay in the general area. Renters may bring and erect tables and small pop-up tents. There are underground utilities in the area, tents that require stakes are not permitted.
9. Organizations will be asked to furnish the Park District with a certificate of insurance, naming the Park District as additional insured.
10. **Renters and guests are not to arrive earlier than their designated rental starting time and must be out of the park by the time the park closes at dusk. Failure to do so will result in additional charges and/or forfeiture of security deposit.**
11. Rentals that have guests under 21 years of age require additional supervision of a child-to-adult ratio of 10:1.
12. No improper speech or conduct, damage to park property, nor shall any person engage in any indecent act or other personal behavior not accepted in public places.
13. All food, beverages, and decorations must be cleaned up and put into the garbage cans provided. Renters are encouraged to bring additional garbage bags for waste that does not fit in the provided trash cans.
14. The Park District cannot be responsible for any personal belongings left after a rental.
15. A fee will be charged to compensate the park district for manpower, supplies, equipment, damages, and insurance, which can be at the discretion of the Executive Director.
16. No firearms, weapons, or fireworks are permitted on park district property.
17. No balloon releases or rice throwing is permitted.
18. No loud or excessive music is permitted.
19. Cancellation Policy:

a. **In the event of severe weather, the Park District will cancel and give the renter the option to move the party to another available date or a full refund will be given.**

b. **The renter is responsible for contacting the Park District in the event of a weather-related cancellation no earlier than 72 hours before the event to receive a full refund less a \$25 cancellation fee.**

Cancellations initiated by renter **NOT** due to weather:

a. Cancellations made earlier than 14 days will be required to pay a \$25 cancellation fee of the rental fee.

b. Cancellations made within 14 days of the event will be required to pay a \$50 cancellation fee of the rental fee.

c. All rental modifications will be approved based on staff and facility availability.

Failure to follow policies and procedures will result in forfeiture of security deposit and/or additional charges to the renter. I agree that have read and understand all the Policies and Procedures.

Signature: _____

Date: _____