

## Park/Shelter Rental

Enjoy the beautiful settings at one of your favorite parks. The rental reserves the park and shelter for the day. The following parks have small shelters: Charlemagne, Evergreen, Field Park, High Point, Huntington, Olmstead, Valley, Victoria, and Willow.

**Residents:** \$15

**Non-Residents:** \$20

**Non-Profit Groups:** \$10

***Groups of 25 or more have a fee of \$1.00 per person.***

### **Basic Rules:**

1. All vehicles must be confined to the designated roadways, drives, and parking lots in the area.
2. Renters are responsible for picking up his/her own garbage and signage.
3. Native landscape including trees, shrubs, plant matter, grass, etc., shall not be cut, trimmed, removed, or destroyed.
4. Parks with restroom - Hours open Monday-Friday 7:00am - 8:00pm, Saturday-Sunday 7:00am - 4:30pm
5. Parks close at dusk
6. No alcohol on park property



1685 W. Higgins Road, Hoffman Estates, IL 60169  
heparks.org • 847-885-7500

## Park Use Permit

*Keep a copy of this permit with you during your reserved time period.*

*The HEPD welcomes individuals with disabilities. Please describe any accommodations needed for successful inclusion.*

### Personal Information

Name of Organization \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

E-mail \_\_\_\_\_

### Rental Information

Name of Park \_\_\_\_\_ Date \_\_\_\_\_ S M T W R F S

Purpose of Activity \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_ Number Attending \_\_\_\_\_

Admission Charge Yes No If yes, why? \_\_\_\_\_

Will your group or members be preparing food, bringing equipment, using tents or other temporary structures, and if so, please describe and provide a site plan for approval before a permit is to be used.

**A Security Deposit of \$100 may be required for certain functions.**

## NO ALCOHOL ON PARK PROPERTY

**DRIVING VEHICLES ON PATHWAYS OR TURF IS NOT PERMITTED.**

**All persons using the park shall be responsible for abiding by the rules and park ordinances.**

I, the undersigned, hereby certify that I am/We are the sponsor(s) or appointed representative(s) of the organization requesting use of the field/park. I hereby expressly agree individually and on behalf of said organization(s) to indemnify and forever hold harmless the Hoffman Estates Park District as to any claim or claims which arise out of the use of the field/park. In addition, I assume the following responsibilities:

- Only that part of the field for which the request is made shall be used.
- If the activity involves children, ample adult supervision will be in attendance for the entire time of the activity: one (1) adult for every fifteen (15) children.
- Proper care will be given to the premises, with garbage and other left over materials deposited in the appropriate receptacles provided.
- I assume the financial responsibility individually and on behalf of said organization for any part of the field/park damaged during the hours the organization is using the field and/or facilities.

I realize the Hoffman Estates Park District, or a representative thereof, can revoke the privilege of using the field/park should it deem necessary to do so for any reason. Cancellations must be received in the Park District office by 4:30 p.m.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY

Amount of deposit \_\_\_\_\_ Date \_\_\_\_\_ Received by \_\_\_\_\_

Approved by \_\_\_\_\_ Director or Leisure Services \_\_\_\_\_ Date \_\_\_\_\_

Approved by \_\_\_\_\_ Director of Parks Services \_\_\_\_\_ Date \_\_\_\_\_



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## Additional Air Shelter Permit

*Please fill out this additional form if you are requesting a shelter.  
Please allow up to 10 business days for processing. Form must be completely filled out.*

**Park/Shelter Rental Fees:** \$15 Residents/\$20 Non-Residents. N/C Parks only.  
\$10 Non-Profit Goups

**The following parks have shelters:** Charlemagne, Evergreen, Field, High Point, Huntington, Olmstead, Valley, Victoria and Willow.

### General information:

Name \_\_\_\_\_

Name of Organization \_\_\_\_\_

*(Organizations must provide Certificate of Insurance)*

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

### Air Shelter Rental Information:

I wish to rent the shelter located at \_\_\_\_\_  
*(Name of Park)*

Date of requested rental \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Purpose of Activity \_\_\_\_\_

If bringing in structures please include a site plan.

If bringing bar-b-ques, please note that coals **must be removed** from site when you leave.

Admission Charge Yes No Number of people attending \_\_\_\_\_

*A security deposit may be required for certain functions.*

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR OFFICE USE ONLY

Shelter Fee \_\_\_\_\_ Check # \_\_\_\_\_

Security Deposit \_\_\_\_\_ MC/VI/DI/AX# \_\_\_\_\_

Staff Initial \_\_\_\_\_ Expiration Date \_\_\_\_\_



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# Facility Use Agreement

(We), The \_\_\_\_\_ (**lessee**) agree to lease the following facility of the Hoffman Estates Park District \_\_\_\_\_ (Park Area), Hoffman Estates, IL 60195.

**Type of function:** \_\_\_\_\_

**Number of people:** \_\_\_\_\_

**Date** \_\_\_\_\_ **From** \_\_\_\_\_ **Until** \_\_\_\_\_

**Facility Fee** \_\_\_\_\_ **Deposit Fee (cash)** \_\_\_\_\_ **Total: \$** \_\_\_\_\_

- A. As used in this agreement, Hoffman Estates Park District includes its officers, officials, agents, employees and volunteers.
- B. As used in this agreement, the **aforementioned park district area** and “facilities” includes all leased facilities and common areas, playgrounds, etc.

Now, therefore, in consideration of the recitals and representations herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. The **lessee** shall not enter, occupy or use this listed facility until the time(s) and date(s) specified above.
2. The **lessee** shall vacate the facility at the time(s) and date(s) listed above.
3. That the **lessee** will be responsible for and will pay for any damage to Hoffman Estates Park District property arising out of the use of the said facility pursuant to this agreement.
4. That the Hoffman Estates Park District does not assume any liability for property loss or stolen on the Hoffman Estates Park District premises, or for personal injuries sustained on the premises during the **lessee** use of the premises and the **lessee** hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that **lessee** may sustain as a result of this agreement. The **lessee** further agrees to waive and release the Hoffman Estates Park District from any and all losses, claims, suits, or judgments or damages that the **lessee OR ITS PARTICIPANTS, SPECTATORS, AND VOLUNTEERS** might sustain as a result of any and all activities connected with or associated with this agreement.
5. That no Hoffman Estates Park District equipment or property shall be removed from the premises without permission of the Hoffman Estates Park District.
6. That no beer, liquor, or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the Hoffman Estates Park District under this agreement.
7. The **lessee** shall be responsible for inspecting the facility subject to this agreement prior to each use and shall be responsible for bringing to the Hoffman Estates Park District’s attention any potential dangers, safety hazards, or problems.
8. The **lessee** is solely responsible for providing any and all supervision at all times during the **lessee’s** use of any facility, including but not limited to the leased facility, and all common areas. Further, the **lessee** shall be responsible for ensuring that all guests and invitees comply with all applicable rules and regulations pertaining to use of HOFFMAN ESTATES PARK DISTRICT facilities.

## Facility Use Agreement

9. The **lessee** shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement.
10. That this agreement for lease of the PARK AREA will not be entered into by the HOFFMAN ESTATES PARK DISTRICT unless said Agreement is signed and delivered to the Office of the HOFFMAN ESTATES PARK DISTRICT
11. That either party hereto may cancel this Agreement by delivery of written notice to the other party at least one (1) week prior to the scheduled hour as hereinbefore designated. .
12. It is fully understood and agreed by the parties that the **lessee** guarantees to defend, indemnify and hold harmless the HOFFMAN ESTATES PARK DISTRICT, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement
13. The **lessee** shall keep in force, to the satisfaction of the HOFFMAN ESTATES PARK DISTRICT, at all times relevant hereto, general liability and bodily injury insurance in amounts of \$1,000,000 for each person and each occurrence, and property damage insurance in amounts of \$300,000(fili in per minimum limits) for each occurrence and aggregate total. The **lessee** agrees that before the covered function may commence on HOFFMAN ESTATES PARK DISTRICT property/facility, the **lessee** shall furnish Certificates of Insurance for the insurance coverage required herein, naming the HOFFMAN ESTATES PARK DISTRICT as an additional insured. The insurance shall contain no special limitation on the scope of protection afforded the HOFFMAN ESTATES PARK DISTRICT and shall contain a "contractual liability" clause. The **lessee's** insurance shall be primary insurance as respects the HOFFMAN ESTATES PARK DISTRICT. Any insurance or self-insurance maintained by the HOFFMAN ESTATES PARK DISTRICT shall be in excess of the **lessee's** insurance and shall not contribute with it. The **lessee's** insurer shall agree to waive all rights of subrogation against the HOFFMAN ESTATES PARK DISTRICT. Before this Agreement goes into effect, the **lessee** shall deliver to the HOFFMAN ESTATES PARK DISTRICT a Certificate of Insurance satisfactory to the HOFFMAN ESTATES PARK DISTRICT
14. This Agreement may not be assigned by the **lessee** without the HOFFMAN ESTATES PARK DISTRICT prior written consent.
15. This agreement represents the entire understanding between the parties. This agreement may be modified or altered only by further agreement in writing between the parties.
16. Interpretation of this agreement shall be governed by the laws of the State of Illinois.

Date \_\_\_\_\_ Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

*(a duly authorized representative)*

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Hoffman Estates Park District Authorized Signature by**

\_\_\_\_\_  
John Giacalone, Director of Park Services, Development and Risk Management