



Date of Request: _____
Received by: _____

Cary Park District Picnic Shelter/Bandshell Usage Request

Applicants must be at least 21 years of age.

Name _____ Site _____

Resident _____ Non Resident _____ Specific Purpose of Rental _____

Address _____

City _____ Requested Date(s) _____

Phone (H) _____ Requested Time _____

(W) _____ Arrival Time _____ Depart Time _____

Organization _____ Additional Needs/Requests _____

NFP Resident _____ NFP Non resident _____

Commercial Resident _____ Commercial Non resident _____

Number of people expected to attend _____

I have read the attached rental guidelines. I agree to follow the rental guidelines as stated and understand that failure to follow the guidelines and comply with all applicable Cary Park District policies and ordinances may result in loss of privileges and loss of part or all of the required security deposit.

Print Name _____

Signature _____ Date _____

(Must be at least 21 years of age)

Office Use Only

Request has been:

Approved _____ Rejected _____ Recorded _____ By Staff _____ Date _____

Paid by: Credit Card (Type) _____ Check (#) _____ Cash (Receipt) _____

Checks should be made payable to Cary Park District.

Usage Fee _____ Amount Paid _____ Date _____ Rec'd By _____

Security Deposit _____ Amount Paid _____ Date _____ Rec'd By _____

Cary Park District Rental Guidelines

Picnic Shelter/Band Shell

Any question regarding these guidelines should be directed to the Cary Park District between 8:30am-5:00pm, Monday-Friday at 847-639-6100.

Picnic shelters and band shell are available to be rented on Saturdays and Sundays, dawn to dusk, between the first weekend in May and Labor Day weekend. Weekday rentals may be available upon request.

All of the *Lions Park picnic shelters* have solid roofs and contain picnic tables (seating approximately six adults each), garbage cans and a grill (surface area approx. 2.5' x 2'). Lions Park picnic shelter #4 has electrical hookup capability that must be requested prior to use. Portable washroom facilities are located within the Lions Park.

The *Jaycee Park shelter* has a solid roof and contains picnic tables (seating approximately six adults each) and garbage cans. Attached to the shelter is an additional room approximately 20' x 24' that may be utilized for an additional usage fee. The shelter has electrical hookup capability that must be requested prior to use. Approximately eighteen parking spaces are available on first come first serve basis and may not be reserved. Parking within the Walgreen's parking lot is strictly prohibited. The Jaycee Park Shelter has permanent washroom facilities within 50' of the shelter.

The *Band Shell* has a covered stage (approx. 20' x 30') with electrical hookup capability that must be requested prior to use. Lawn seating is available on the adjacent hill. Depending on other park activities 250-300 parking spaces are available. Portable washroom facilities are located within Lions Park.

The availability of any rental site is subject to Park District programs/events or community based Park District sponsored/affiliated functions.

Deposits

Reservation

The renter must first complete the attached request form. After the request has been approved by staff, a \$25 *reservation deposit* must be submitted to hold the requested time and date.

Payment of Fees

All fees associated with a rental must be paid in full no less than fourteen days prior to the rental date. Rentals requested and approved with less than fourteen days between approval and rental date will require all fees paid in cash or by credit card.

Security

The Park District reserves the right to determine the amount of the security deposit depending on the size and scope of the event. All security deposits are refundable if no damage has been done to the picnic shelter, band shell or surrounding areas including grass and all park rules and procedures have been followed. Refunds of security deposits will be issued within fourteen days following the rental date.

Usage Fees

Fees for each rental are determined by several factors specific to each individual rental. Refer to the categories below to determine individual/group status. Fees for rental sites are listed by category. (See attached, List of Usage and Permit Fees) Additional costs regardless of category may be necessary depending on the individual need of each rental.

User Categories

Category "A"

Includes Cary Park District based governmental or non-profit organizations whose membership is comprised predominantly, (at least 75%), of Park District residents and the purpose of the rental is not commercial in nature

<OR>

Individual Park District residents (must be 21 years of age) when the purpose of the rental being conducted is not commercial in nature.

Category "B"

Includes non Cary Park District based governmental or non-profit organizations and the purpose of the rental is not commercial in nature.

<OR>

Individual non-residents (must be 21 years of age) when the purpose of the rental being conducted is not commercial in nature.

Category "C"

Includes all groups and individuals, both resident and non-resident, when the purpose of the rental, group or the event being conducted is commercial in nature. Fees for this category are not listed. Park District staff will determine fee for a rental based on the needs of each individual rental.

Staffing/Security

Depending on the needs of each individual rental, Cary Park District staff may be required to be present during the rental. Additionally parking attendants or security may be required as a safety consideration at the cost of the renter. The requirement for Park District staff or other staffing/security will be at the discretion of the Park District. Any additional costs including Park District staff expenses and insurance considerations necessary as a result these requirements will be the responsibility of the renter. (See Insurance section for more information)

Cancellations

Cancellations made at least fourteen days prior to a reserved date will receive a full refund of deposits and usage fees paid. Cancellations made less than fourteen days prior to a reserved date are eligible for a refund only if a replacement rental can be scheduled.

No refunds are given for rentals in the event of inclement weather. Rentals cancelled due to inclement weather may be given the opportunity to reschedule at a later date, depending on availability. Park District staff reserves the right to determine the severity of inclement weather and the opportunity to reschedule the rental. Park District staff may cancel a rental based upon severe weather, potential impact on park site or for any other reason. Refunds for rentals cancelled by the Park District are at the discretion of and will be determined by Park District staff.

Additional Equipment/Special Permits

Additional equipment or supplies are the responsibility of the renter. Additional equipment or supplies desired, the layout of the site and the related activities must be requested and approved in writing prior to the date of the rental by Park District staff. The layout of the site is subject to change at the discretion of Park District staff. The Park District will not sign for or accept delivery of any equipment or supplies. It is the renters responsibility to provide a representative to accept any deliveries of approved equipment and supplies.

Requests and special use permits for additional equipment or supplies must be completed and approved prior to the rental date. Where required, a special use permit for each additional piece of equipment or supplies brought on site must be issued through the Park District. No requests or special use permits will be granted on site or the day of the rental. The final approval of any piece of equipment brought onto the site is the discretion of the Park District.

The Park District will determine a designated place for each piece of additional equipment or supplies to be brought on site. Equipment or supplies not properly placed will result in the rental being cancelled immediately and the forfeiture of all fees paid.

Alcohol

In compliance with Park District policy 2-500 and ordinance 2000-01-05, alcohol is not allowed in any park site without a proper permit provided by the Park District. A special permit fee (see attached, List of Usage and Permit Fees) and additional insurance coverage (see Insurance) will be required. Approved alcohol use may only take place at the rental site and not in other adjacent areas. Failure to comply will result in termination of the rental, confiscation of the alcoholic beverages and may result in removal from the park or the police being contacted.

Insurance

The need for or extent of insurance required will be determined by the type or level of activity required for a rental. Park District staff will determine the necessary insurance requirements for each rental.

All insurance certificates must specifically state "The Cary Park District is an Additional Insured with respect to XXX's activities for a rental held at XXX on (date)."

General Liability

The rental host shall secure and maintain in its own name and with the Cary Park District named as additional insured, general liability insurance covering bodily injury and property damage with limits of not less than one million dollars per person and one million dollars per occurrence for each accident for bodily injury or death and five hundred thousand dollars for each accident and one million dollars aggregate property damage. General Liability insurance may be purchased through the Park District via the Park District Risk Management Agency.

Alcohol

All laws enacted by the Village of Cary, McHenry County, State of Illinois and the Federal Government regarding the consumption and distribution of alcohol apply. Renter's who want to have alcohol on site or supply alcohol must provide Host Liquor Liability insurance in the amount of one million dollars per occurrence naming the Cary Park District as additional insured. The certificate of insurance must be provided

no later than three weeks prior to the rental date. Host Liquor Liability insurance may be purchased through the Park District via the Park District Risk Management Agency.

Automobile

The rental host shall secure and maintain, in its own name and with the Cary Park District named as additional insured, comprehensive automobile liability insurance covering bodily injury damage with limits of not less than one million dollars per person and one million dollars per occurrence for each accident for bodily injury or death and five hundred thousand dollars property damage per occurrence.

Worker's Compensation and Occupational Disease Policy

The rental host shall secure, in its own name, workers compensation and occupational disease coverage to protect itself against liability under the workers compensation and occupational disease statutes of the state of Illinois and Illinois structural work act. Employer's liability must be five hundred thousand dollars.

Vehicle Access

Motorized vehicles traveling outside of designated areas (parking lots/roadways) on park property are strictly prohibited. Asphalt paths within the park sites are not considered appropriate for motorized vehicle use. Drop off/pick up must be conducted from designated areas (parking lots/roadways) to the rental site unless alternative authorization and a special permit has been issued by Park District staff.

Special permit requests will be considered for equipment drop off/pick up only and will be issued to a limited number of vehicles.

Vehicles associated with the rental that access park property in an inappropriate manner, will result in the rental being cancelled immediately and the forfeiture of all fees paid.

Portable Sanitary Facilities

Rentals that have seventy-five or more participants attending will be required to provide portable sanitary facilities at the renter's expense based upon the following scale:

75-150 people	1 port-a-let minimum
151-300 people	2 port-a-let minimum
301-450 people	3 port-a-let minimum
Add an additional port-a-let for each 150 people over 450.	

Depending on the rental schedule for each individual site, portable facilities may have to be dropped off and picked up the same day as the rental. Park District staff will designate an appropriate spot for portable facilities to be placed within the park in relation to each individual site. Failure of portable facilities to be removed in a timely manner will result in forfeiture of deposit.

Picnic Shelters/Bandshell

Usage Rates

	<u>“A”</u>	<u>“B”</u>	<u>“C”</u>
<i>Lions Park Shelters #2 or #4</i>	\$50 per day	\$100 per day	To be determined by Park District staff.
<i>Jaycee Park Shelter Additional Room</i>	\$50 per day Add \$25 to per day fee.	\$100 per day	
<i>Bandshell (Non-Prime, M-Th, Dawn -- 3pm)</i>	\$50 per day	\$100 per day	
<i>(Prime, Holidays, M-Th, 3pm – Dusk and Sa-Su, Dawn -- Dusk)</i>	\$100 per day	\$200 per day	

Categories (A, B, C = To be determined)

Security Deposit A minimum \$75 for all rentals.

Staff: Full time \$25/hr
 Part time \$12/hr

Special Use Permit Fees (Per Day)

Tent (20' x 30' or smaller) \$30 per
 Tent (larger than 20' x 30') \$50 per

Athletic field/courts rented in conjunction with a picnic shelter or band shell rental will be charged a fee at the Category “A” rate for athletic field/courts.