

SANDWICH PARK DISTRICT



Established 1966

P.O. Box 405 1001 N. Latham Street Sandwich, Illinois 60548

BUILDING USE AGREEMENT

Effective January 1, 2003

Responsible Party: _____

***Responsible Party Must Be In Attendance Throughout Rental**

Mailing Address: _____

Home Telephone: (_____) _____ Work Telephone: (_____) _____

Request for use: _____ main room _____ kitchen _____ board room

Date requested: _____

*Time requested: open: _____ close: _____

(*Please be sure to allow time for set-up & decorating as well as take-down and clean-up within your open and close times/ you may not "come early" to decorate)

Purpose for use: _____

Approximate number anticipated to attend: _____

Park District Resident

\$100 first 3 hours, \$25 per hour thereafter
Plus \$100 refundable deposit

For Profit Groups and or Events

\$150 per meeting first 3 hours, \$25 per hour thereafter
Plus \$100 refundable deposit

Park District Non-Resident

\$150 first 3 hours, \$25 per hour thereafter
Plus \$100 refundable deposit

Profit making business parties, fund raisers, profitable shows and/or exhibits

\$150 first 3 hours, \$25 per hour thereafter
Plus \$100 refundable deposit

Not for Profit Groups and or Events

No charge meetings (A \$10 per hour custodian fee may apply)

\$100 refundable deposit, parties

Fees should be paid with two separate checks for bookkeeping purposes.

Deposit is due at time of booking. Rental payment due no later than two weeks before rental.

Deposit received on: _____ By: _____
Cash _____ Check # _____ Amount Paid _____

Payment received on: _____ By: _____
Cash _____ Check # _____ Amount Paid _____

This an agreement between the Sandwich Park District and the "responsible party" for the use of the facility at 1001 N. Latham St. in Sandwich. We the aforementioned do hereby agree to the following regulations set forth by the Sandwich Park District. These regulations are to be followed to assure the refund of responsible party's deposit.

1. **No Smoking** - *this includes restroom areas.*
2. **No Alcohol** - *this includes all parks as well as the David A. Francis Center.*
3. *User is responsible for any damages incurred during use.*
4. *If a non-English speaking rental, **someone must speak English** and be in attendance the entire time to communicate with the custodian.*
5. *Entry to the Park District office area is prohibited.*
6. *Do not disturb the program equipment located in main room closets!! These items are for program use only.*
7. *Park District coffee makers may be used...however we do not furnish coffee. Please clean thoroughly when finished with these items.*
8. *Decorations are acceptable, however; NO TAPE, thumbtacks, piñatas, etc. on the walls or ceiling. Table decorations, balloons, etc. are fine. No silly string or small confetti please.*
9. *The custodian will mop and vacuum floors after your rental. Please wipe down tables and chairs after use, clean up in kitchen area and take out trash (should be placed in the dumpster at the entrance to the main parking lot).*
10. *Noise levels must be kept down. Be considerate of staff, other organizations, and also the neighbors of the park.*
11. *Any carpet spills will be so noted by the Custodian and a fee may be charged to cover the cost of carpet cleaning.*
12. *Please tell your invited guests that **no pets** are allowed in the building during rentals.*

The following is not to be construed as a lease agreement. The Sandwich Park District reserves the right to cancel the organization / renters use of the facility at any time without prior notice. I have read this agreement and agree to its terms.

Date: _____

Park District Representative's Signature:

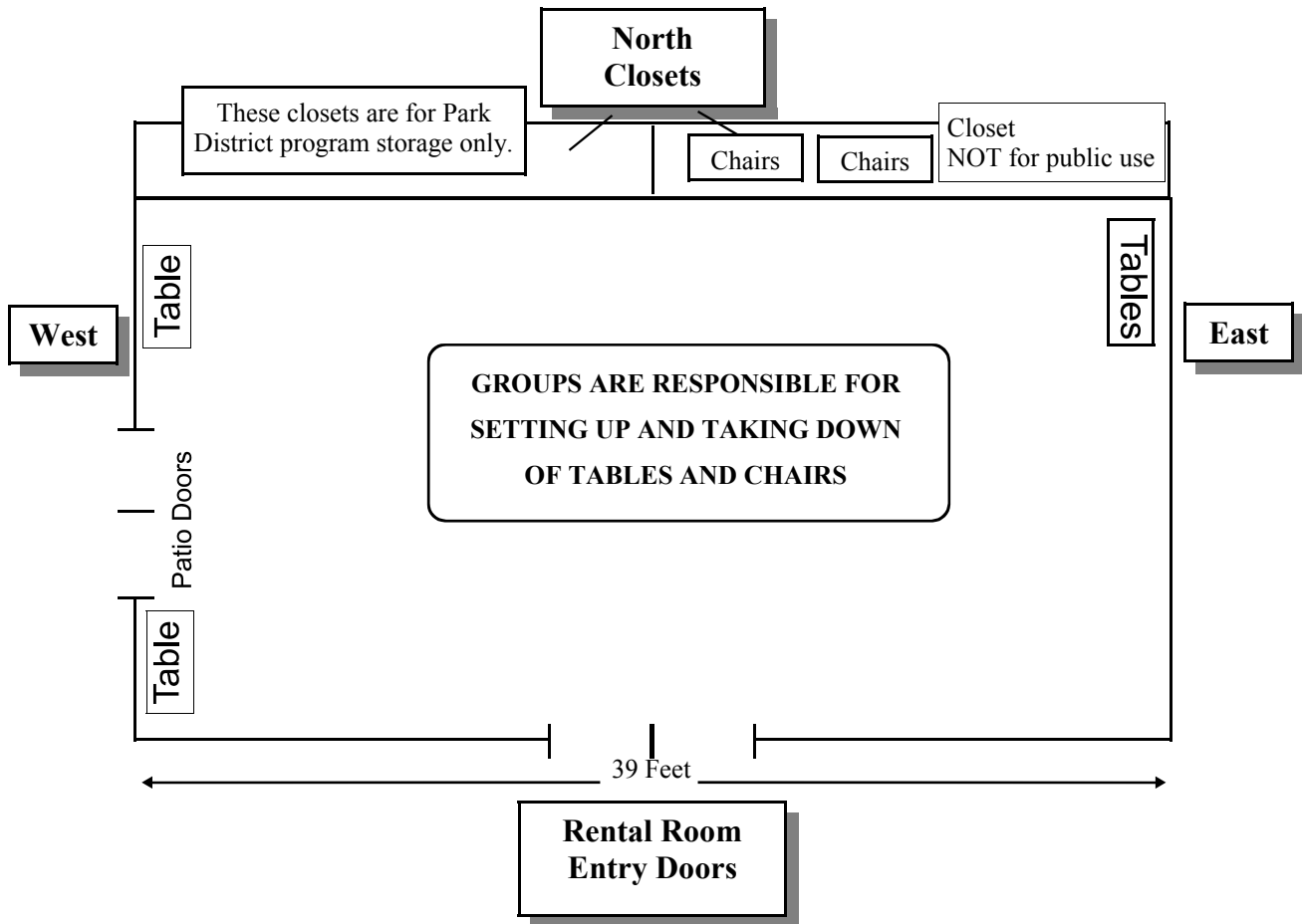
Responsible Party (Renter's) Signature:

For Office Use Only

Custodian Name _____ Time group left _____ Carpet Spills? _____

Comments: _____

ROOM DIAGRAM



Rental Deposits . . .

will be refunded only after a thorough inspection by staff during the next regularly scheduled work day. Your check will be mailed back at that time.

The Park District Board of Commissioners meet regularly on the second Thursday of each month at 7 p.m.

Meetings are open to the public.