

**SOUTH SUBURBAN PARKS AND RECREATION DISTRICT**



**FACILITY RENTAL POLICY**

\_\_\_\_\_ (Lessee) and South Suburban Park and Recreation District agree as follows:

1. South Suburban will ensure that the rented facility is in suitable condition for the Lessee's intended use. **Room set-ups will be completed 15 minutes prior to scheduled event with no access being given before this time. 15 minutes time is given for tear-down or clean up at the end of the event. Any time beyond that will be an additional charge. Initial for understanding: \_\_\_\_\_**
2. Lessee will comply with all applicable rules, regulations and policies of South Suburban.
3. Lessee shall provide proper supervision, ensuring the protection of persons and property in its care, enforcement of facility rules and regulations, and the restriction of all participants to authorized areas.
4. During the time the facility is being used by the Lessee, the lessee is responsible for all accidents, injuries, damages or loss of property. South Suburban and its designated representative shall be held harmless for any and all claims resulting from the use of the facility. Lessee may be required to have liability insurance and a present Certificate of Insurance prior to use.
5. No commercial concessions shall be operated, nor charge or donation request of any kind be made of the public on the premises. Programs, circulars, pamphlets, handbills, etc., shall not be sold or given or contain advertising without prior District approval.
6. South Suburban does not discriminate on the basis of race, color, religion, national origin, sex, age, veteran status or disability.
7. **Cancellation and Refunds:**
  - a. South Suburban reserves the right to cancel this agreement and withdraw the permission hereby granted for just cause, or for failure to comply with any of the foregoing. In such cases, Lessee will, upon request, immediately remove all persons and equipment from the facility.
  - b. South Suburban reserves the right to cancel this agreement upon a 48-hour written notice to the Lessee, in which case full refund will be granted, or in case of an emergency when as much notice as possible will be given with a full refund being granted.
  - c. Cancellations made by Lessee within 48 hours of the event may not qualify for a full refund of rental fees.
8. Literature advertising any program for which the facility is rented should state: South Suburban does not necessarily endorse the content or the instructor for this class or program held at any South Suburban Parks and Recreation facility.

I have read the above statements and fully agree with and accept all responsibility for the terms and conditions of this agreement.

\_\_\_\_\_  
Signature of Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of South Suburban Representative

\_\_\_\_\_  
Date

Date \_\_\_\_\_  
Invoice # \_\_\_\_\_

Rental Invoice

Customer Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Customer Phone: \_\_\_\_\_  
Customer Email: \_\_\_\_\_

*Rental Details*

Room/Space: \_\_\_\_\_  
Attendance: \_\_\_\_\_  
Date: \_\_\_\_\_  
Event Time: \_\_\_\_\_  
Tables/Chairs: \_\_\_\_\_

Event Details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Fee Details*

Hourly Rate:	\$0	Description:
Setup Fee:	\$0	Description:
Add. Equipment:	\$0	Description:
Additional Fee:	\$0	Description:
<b>Grand Total:</b>	<b>\$0</b>	Description:

*Payment Details*

Circle One:    Cash                      Check                      Visa/Mastercard/Discover

Payment Received by: \_\_\_\_\_



**SOUTH  
SUBURBAN**  
PARKS & RECREATION