

# DeKalb Park District Shelter - Policies and Usage

## General Policies

- Failure to abide by the following general policies will result in the termination of an event.
- Shelter rentals are from 8:00am to 10:00 pm (includes set-up and clean-up).
- Activities should not unreasonably interfere in any way with other park users or adjacent property owners.
- The possession or consumption of alcohol is not permitted in any park or shelter facility.
- Smoking is prohibited inside any shelter facility.
- Groups reserving a Park District shelter must have an authorized representative (21 years or older) present at all times during the rental period and possess a copy of the signed rental agreement.
- The Park District provides no health/accident insurance for groups using its facilities. Groups may be requested to provide a Certificate of Insurance.
- The shelter area, inside and outside, should be left in equal or better condition than it was found. If the shelter is found otherwise, the Park District reserves the right to retain all or a portion of the deposit. Damages in excess of the \$100 deposit will be billed to the renter.
- Groups without Not-for-profit status are prohibited from using parks or shelters for the purpose of solicitation, profit making or monetary gain. Admission fees are not allowed to be charged.
- Shelter renters shall not assign or sub-lease any portion of the premise to another group or person.
- The Park District reserves the right to modify the shelter deposit and/or rental fees.
- The Park District reserves the right to reject any rental.
- The Park District reserves the right to cancel an event due to acts of nature or other circumstances beyond its control. Full or partial refunds will be made in the event of such conditions.
- Shelter rentals must abide by the DeKalb Park District Park Use Ordinance 96-3. A copy of the ordinance can be obtained from the Administration Office, 1403 Sycamore Rd. 2<sup>nd</sup> floor.
- Shelter policies may be changed with or without notice.

## Designated Areas of Use

- Renters are only entitled to the area they have rented. Please refer to rental types and rates for more information.

## Structures, Equipment, and Amenities

- Groups wishing to use portable structures, equipment, and amenities such as inflatable playlands, tents, and portable bathrooms at park sites must contact the Park District for

permission of use and location. Groups will also be required to comply with any special insurance requirements and additional fees called for by the Park District.

### **Fundraising & Public Events (Non-Profit Organizations)**

- Only non-profit 501c3 organizations are eligible to host fundraising activities. Proof of Non-profit status is required.
- Events open to the public cannot discriminate in and must make reasonable accommodations to comply with the ADA (American's with Disabilities Act).
- Fundraisers, public events, and private events in excess of 150 people are required to fill out a special application. Park district approval is required prior to booking the date. Additional information may be requested depending on the scope of the event.
- Groups must provide a Certificate of Insurance providing \$1 million minimum general liability coverage, naming the DeKalb Park District as an additional insured.

### **Use of Signage**

- All signs and sign locations must be approved by the Park District prior to the event.

### **Multiple and Consecutive Bookings**

- Groups and individuals are limited to three rentals/reservations per year at any Park District shelter. No single rental may exceed three days duration unless prior approval is granted by the Board of Commissioners. Any portion of a day will be counted as one day towards the three day maximum.

### **Food Preparation**

- Public events serving are required to obtain a permit from the DeKalb County Health Department and provide a copy to the Park District. If a professional caterer is used, a copy of their food sanitation license and permit is required. Food sanitation guidelines set forth by the Health Department must be followed during the event.

### **Music and Amplification**

- Music or amplified sound must be kept at a level so as not to interfere with other users of the park. The level shall not exceed 75 decibels when measured within 25 feet from any sound amplification equipment (events at the Hopkins Park Shelter may be asked to further reduce the volume briefly during a wedding ceremony at the Terrace Room Gazebo).

### **Hopkins Park Bandshell**

- Hopkins Park Bandshell is not available to rent.

### **Cancellations and Refunds**

- Cancellations made more than 21 days prior to the event will receive a full refund, less a \$25 cancellation fee. Refunds will not be issued for cancellations made less than three weeks prior to the scheduled event.

### **Rain Dates**

- The Park District is not responsible for weather conditions. If a scheduled event is rained out, the renter may call within 72 hours after an event to reschedule (based on availability) and a \$20 rain date fee will be charged. Rain dates are not reservable.