DEKALB PARK DISTRICT - SHELTER RENTAL AGREEMENT

Name of group_____

Shelter Requested_____ **Date Requested**_____

Time of Entry (no earlier than 8am) _____ **Time of Departure** (no later than 10pm) _____

Approx. Number of People_____

THERE IS A STRICT NO ALCOHOL POLICY IN ALL PARKS AND SHELTER HOUSES
A CASH SECURITY DEPOSIT OF $100 IS REQUIRED AT THE TIME YOU PICK UP THE KEY

Agreement:
The DeKalb Park District agrees to provide the facility and designated areas in good working order and clean conditions by the above specified time. The renter is responsible for cleaning and returning the shelter area to a condition equal to when it was when entered. If the shelter area is found otherwise, the Park District reserves the right to retain all or a portion of the security deposit. Damages in excess of the $100 deposit will be billed to the renter.

I certify that the information given in the shelter application process is accurate.

I agree to the rental type stipulated by the size of my event and the corresponding price, area of use, security deposit, and requirements designated by the Park District.

The customer has read and understands the policies and guidelines for the use of the facility. The customer agrees to abide by these policies and guidelines and will make certain that all guests will do the same. A violation of these policies and guidelines will result in immediate termination of the agreement.

Signature of Applicant: _____ Date: _____

_____
Name of representative *(please print)* Address

_____
Primary Contact Phone # Driver's License #

In case of problems call (815)761-7538

FOR OFFICE USE ONLY **Rental Type: (circle one)** **Basic** **Large Group** **Special Event**

_____ _____
Fee for rental **Date paid**

_____
Signature of Park District representative **CC:** **BG** **PPD**

.....

KEY RETURN:

KEY # _____ Date Deposit Returned _____

_____ _____
Signature of Customer Signature of Park District Representative

SHELTER GENERAL USE AND CLEAN-UP PROCEDURES

In order to help maintain the shelters in our parks we ask that groups renting the facility follow the use and clean-up procedures outlined below. Failure to follow these guidelines may result in forfeiture of some or all of your security deposit.

1. Do not take tables and chairs outside.

2. Break all piñatas outside and pick up when finished.

3. Put tables and chairs back where they were set up and wipe them off.

4. Sweep floors and clean up any spills.

5. Stove and refrigerator should be cleaned before leaving.

6. **Bag all garbage and leave inside; if left outside animals will get into it.**

7. Remove all food and belongings the same day of the rental; the shelter may be rented another group the following day.