

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 with exceptions at Hopkins Shelter and Lions Shelter. In order to have and consume alcohol at these shelters, you must hire a licensed caterer in the City of DeKalb and purchased a permit through the DeKalb Park District. All rentals with alcohol must be approved by the Executive Director and/or Board of Commissioner prior to the event.
- Smoking is prohibited inside any shelter facility and also prohibited within 50 feet of all athletic fields, bleachers, hard court play surfaces, swimming pools, playgrounds and dog parks.
- No District property or equipment shall be removed from the premises without permission of the District agent.
- The District does not assume any liability for property lost or stolen on the premises, or for personal injuries sustained on the premises during the use of the facility. The Customer hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that the Customer may sustain as a result of this Rental Agreement. The Customer further agrees to waive and release the District from any and all losses, claims, suits or judgments or damages that the Customer might sustain as a result of any and all activities connected with or associated with this Rental Agreement.
- The Customer will be responsible for inspecting the facility prior to use and shall be responsible for bringing attention to the Park District any potential dangers, safety hazards or problems. The customer is solely responsible for determining whether the facility is safe, appropriate and compatible for the Customers intended use.
- The Customer is solely responsible for providing any and all supervision during the use of the facility, including but not limited to the facility and common areas such as restrooms, corridors, entry ways and parking lots. The customer shall not permit any area to be used for any disorderly or unlawful purposes.
- 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 Customer is responsible for disclosing the intended use for the rental. Automatic revocation and forfeiture of all fees will occur in the event that the customer has falsified this information.

- 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. 2nd floor.
- Shelter policies may be changed with or without notice.

Designated Areas of Use

- Reserving a shelter entitles you to the use of the shelter and the area and tables immediately outside the shelter. Other amenities in the park such as playgrounds, basketball courts and other tables and areas may be used by other groups. Please refer to the rental types and rates page 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.
- Before the event date, groups must provide a Certificate of Insurance providing \$2 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

- For all professionally catered events, the Customer is responsible for obtaining a certificate of insurance naming the Park District as an additional insured from the selected company.
- Individuals or groups hosting public events providing food services must comply with DeKalb County Department of Health regulations and permitting.

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.