

# 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 \_\_\_\_\_

**ALCOHOL IS ONLY ALLOWED WITH THE PURCHASE OF A PERMIT FROM THE DEKALB PARK DISTRICT.  
GROUPS INTERESTED MUST FILL OUT A SPECIAL EVENT APPLICATION TO BE REVIEWED BY STAFF.**

**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) Primary Contact Phone #

\_\_\_\_\_  
Address E-mail Address

In case of problems on the date of event call: \_\_\_\_\_ A CASH SECURITY DEPOSIT OF \$100 IS REQUIRED AT THE TIME YOU PICK UP THE KEY

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

\_\_\_\_\_  
Fee for rental Date paid

\_\_\_\_\_  
Signature of Park District representative CC: 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. No glitter please!
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 to another group the following day.
8. Fires are not allowed in the fireplaces at Hopkins Shelter

***PLEASE NOTE: 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.***

***\*\*For those renting Katz & McCormick shelters please note that you may have to share shelter bathrooms with groups renting the ballfields.***

**For general shelter rental questions, please call the main office at 815-758-6663.**