



- ☐ Batavia Park District Resident  
☐ Non-Resident  
☐ Non-Profit

## Park Shelter Rental Form

Today's Date \_\_\_\_\_ Rental Date \_\_\_\_\_

Renter/Organization \_\_\_\_\_ Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Contact Number \_\_\_\_\_ Email \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Type of Event \_\_\_\_\_

RENTAL TIME: *Setup Starts* \_\_\_\_\_ *Event Take Down Ends* \_\_\_\_\_

(Please be sure to include set up and take down in rental time)

### Community Parks

- ☐ Big Woods Park  
☐ Clark Island Park  
☐ Engstrom Park  
☐ Hawks Bluff Park  
☐ Memorial Park  
☐ Prairie & Lathem Park  
☐ Prairie Path Park  
☐ South Mill Creek Park  
☐ West Main Community Park  
☐ Riverwalk Pavilion  
☐ South Plaza

### Neighborhood Parks

- ☐ Bennett Park  
☐ Braeburn Park  
☐ Fidler Farm Park  
☐ H. Michael Wild Park  
☐ Hartfield Park  
☐ Levi Newton Park  
☐ Millview Park  
☐ Saratoga Park  
☐ Wind Energy Pass Park

### Park Amenities

- ☐ Trash Collection  
☐ Electricity  
☐ Water

If you paid for water, please pick up the key at:  
The Batavia Park District  
| 327 W. Wilson St. Batavia, IL 60510 |  
(630) 879-5235 | M-F 8:30a -4:30p

### Important Information

**Field and court rentals not included.**

Please contact our Athletics Supervisor at  
630-389-2065.

I shall indemnify and hold harmless the Batavia Park District from any and all claims, demands, actions, or suits arising out of or in connection with rental. I certify that the information I have provided in this contract is correct to the best of my knowledge and I further understand that if any information is found to be false I may forfeit my fee and/or deposit. I, as the authorized renter, have read, under-stand and accept all of the information stated on the front and back of this contract, in its entirety, and agree to abide by it.

Renter's Signature \_\_\_\_\_ Date \_\_\_\_\_

Facilities Manager Signature \_\_\_\_\_ Posted in Rec Trac \_\_\_\_\_

Rent Paid \$ \_\_\_\_\_ Deposit Paid \$ \_\_\_\_\_ Date \_\_\_\_\_

Approved By \_\_\_\_\_ Reservation # \_\_\_\_\_

Method of Payment - VISA / MC / Discover / Cash / Check # \_\_\_\_\_

### **Deposit Returned:**

YES NO

## Batavia Park District Rental

### (Event Rates)

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>	<u>NON-PROFIT</u>
<b>Community Parks (Base Fee)</b>	<b>\$75</b>	<b>\$100</b>	<b>\$50</b>
<b>Neighborhood Parks (Base Fee)</b>	<b>\$75</b>	<b>\$100</b>	<b>\$50</b>
<b><u>AMENITIES</u></b>			
<b>Trash Collection</b>	<b>\$25</b>	<b>\$35</b>	<b>\$25</b>
<b>Water</b>	<b>\$5</b>	<b>\$15</b>	<b>\$5</b>
<b>Electricity</b>	<b>\$5</b>	<b>\$15</b>	<b>\$5</b>

#### **\*Rental Fee is for pavilion use only**

#### ***Fees are based on residential designation***

- Residential designation is determined by whether or not renter pays property taxes to the Batavia Park District.
- Those groups renting as a non-profit organization must include a copy of their non-profit designation from the state of Illinois.
- Rental fee for all of the above require payment to be made by cash, check, Visa, MasterCard, Discover or Cashiers Check with contract only. Checks payable to **Batavia Park District**.
- In addition to the rental fee, a damage deposit equal to the base rental fee is due at signing of contract. The deposit will be refunded to renter within 10 business days if it is determined that the shelter/park was left in good condition as determined by authorized park district staff.
- Fees are subject to change without public notification.
- Shelter rental includes space and tables only. Other rental needs, requests, or amenities will be at an additional cost.

#### **Renter Agrees to the Following:**

1. Cancellation Policy- Less than 2 weeks prior the rental fee is forfeited. NO REFUND WILL BE GIVEN FOR INCLEMENT WEATHER.
2. All Renters are subject to criminal charges for damages incurred during rental period. Any renter not abiding by Batavia Park District ordinances will be fined or ticketed accordingly by Batavia Police Department or Batavia Fire Department.
3. All or part of the damage deposit shall be forfeited if the renter neglects any of the responsibilities listed on this contract.

#### **Decoration / Set Up / Take Down**

1. Decorations may be attached by string only. No staples, screws, nails, paint or chalk are permitted.
2. Tools needed to decorate will not be provided by the Batavia Park District.
3. Renter is responsible for own set-up and take down.
4. Tables must remain within shelter premises.
5. Wipe off all tables at the conclusion of rental.
6. Remove all decorations immediately.

#### **General Information**

1. NO ALCOHOL ALLOWED.
2. Only park district provided grills may be used at the pavilion.
3. Renter pays for damages/excessive cleaning for which you or your guest were responsible.
4. Solicitation shall not take place within any of the parks rented without prior permission from the Park District.
5. Batavia Park District reserves the right to revise any rules in respect to the welfare of the facility.
6. Conduct all activities in a mature, responsible manner.
7. Clean rented area immediately after use.
8. Bag all garbage and remove from property unless trash collection unless trash collection option is prepaid.
9. Batavia Park District programs and affiliates have first priority to rental areas.
10. All rentals will be based upon facility availability.
11. Batavia Park District reserves the right to require a Police Officer on duty, paid for by the renter.
12. Children under 13 need to be supervised at all times by an adult 18 and above. Under 18 must be supervised by an adult.
13. Deposit will be forfeited in a false 911 call, non-emergency fire alarm, or any other action causing the evacuation and the need of emergency personnel to arrive for an unneeded cause.
14. Renter must be present at function at all times, NO EXCEPTIONS, or damage deposit will be forfeited.
15. ONE RENTAL PER PARK PER DAY



## Park Shelter Rental Policies

1. The Batavia Park District cleans the Shelter and surrounding area prior to your rental. However, because our shelters are located in a public park, someone may use the shelter prior to your arrival. This is an outdoor facility and is subject to environmental factors such as weather, wildlife and insects.
2. No refund will be given due to inclement weather. However, you are allowed to reschedule your rental date.
3. If the renter would like to rent a field along with the shelter, they must fill out a "Field Rental Request Form" and a "Field Usage Agreement" and pay the appropriate fees.
4. No shelter reservations will be issued to minors without parent or guardian.
5. No motorized vehicles or animal powered vehicles allowed in park.
6. No vehicles are allowed on park grass or paths without prior permission.
7. Catering or rental companies must remove their vehicles immediately after unloading.
8. No tents allowed without prior permission. Renter must fill out a "Special Use Permit."
9. No large inflatable's are allowed without prior permission. Renter must fill out a "Special Use Permit."
10. No pyrotechnics or flammables allowed.
11. No gambling.
12. No obscene language, pictures or writing.
13. No alcoholic beverages or drugs allowed.
14. No loud speakers, live entertainment or amplified acoustics without prior permission. Renter must fill out a "Special Use Permit."
15. No propane grills or fire pits. Stationary charcoal grills are available at most of our parks.
16. All garbage from the rental must be bagged and removed from the property unless the "Trash Collection" option has been prepaid.
17. Solicitation shall not take place within any of the parks rented without prior permission from the Park District.
18. No food or concessions to be sold without prior permission.
19. Do not obstruct any path within the Parks.
20. Renter must be present at function at all times, with no exceptions, or damage deposit will be forfeited.
21. Decorations may be attached by string only. No staples, screws, nails, paint or chalk are permitted. All decorations must be removed at the end of the rental.
22. Any damage to the shelter or grounds will be charged to individual or group that signed the contract.

**Any changes to the rental contract must be made at least 2 weeks in advance of the rental date. I have read and understand the rental policies of the Batavia Park District. If I fail to follow these policies, I understand that I could lose my Damage Deposit or be asked to leave the premises, possibly forfeiting my rental fee and damage deposit.**

Signature of Rental \_\_\_\_\_

Date: \_\_\_\_\_