



**MUNDELEIN PARK & RECREATION DISTRICT**

1401 North Midlothian Road, Mundelein, IL 60060  
P: 847.566.0650 F. 847.566.8557

OFFICE USE ONLY
Date/Time Received: _____
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Permit Number: _____
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_____

# Shelter Rental Agreement

All Rental Applications must be submitted at least 14 days prior to requested date. All applicants must read and sign Rental Agreement attached to Rental Application. **ALL FEES AND DEPOSITS MUST BE PAID IN FULL AT TIME OF APPLICATION.**

Today's Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ DOB \_\_\_\_\_ Organization: \_\_\_\_\_  
*(Person responsible) (Date of birth) (\*Must provide a certificate of liability insurance.)*

Is the organization within the Mundelein Park District boundaries? Yes No

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Day(s) and Date(s) requested: \_\_\_\_\_ Hours\*: \_\_\_\_\_ to \_\_\_\_\_

Type of Event \_\_\_\_\_ Number of Guests \_\_\_\_\_

Will there be an admittance fee to this event? Yes No

## Shelters

Available hours for all shelters: 9:00 am to dusk. Maximum length of rentals: 8 hours.

Diamond Lake Sports Complex, 26630 IL Route 60/83  
(Maximum number of Guests: 150)

Please check equipment to use at Sports Complex only:

- Bocce Ball      Bean Bags      Horse Shoes
- Open Bathrooms      Open Gate to Field

Longmeadow Park, 1800 Somerset Lane  
(Maximum number of Guests: 100)

Keith Mione Community Park, 1401 N Midlothian Road.  
(Maximum number of Guests: 100)

Bob Lewandowski Park, 536 S Prairie Street at Diamond Lake.  
(Maximum number of Guests: 40)

## Calculate Rates:

**Resident Fee** : \$50.00 per rental      \$ \_\_\_\_\_

**-or-**

**Non Resident Fee**: \$100.00 per rental      \$ \_\_\_\_\_

**Refundable Security Deposit**      **\$ 100.00**

**Total Due Today**      \$ \_\_\_\_\_

**\*Organization provided a certificate of liability insurance.**

Yes No

*\* COI (Certificate of Insurance) is required if you are an organization renting out fthe facility or if you will be having outside vendors.*

*The consumption of alcoholic beverages or products is prohibited in any of the park district shelters. It is also prohibited to bring any alcoholic beverages or products on any park grounds.*

I confirm that I have read, understand & signed the Rental Agreement, that the above information has been completed honestly and accurately, and further understand if any information is found not to be true, the rental event will be canceled by the Park District and my security deposit will be forfeited.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

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AUTHORIZATION	Approved    Denied    By Facility Supervisor: _____ Date: _____ Instructions: _____ _____ _____
PAYMENT	Deposit Amt: \$ _____ Date: _____ Cash: _____ Check#: _____ By: _____ Rental Amt: \$ _____ Credit Card:    Visa    MC    Disc    Amex    Last 4 _____ CVV _____ Auth # _____
STAFF REPORT	Employee Assigned: _____ Pre-rental Inspection Time of Arrival: _____ Time of Departure: _____ Condition of Facility Prior to Event: _____ _____ _____ Time of Arrival: _____ Time of Departure: _____ Condition of Facility After Event: _____ List Any Damages or Problems: _____ _____ _____ Signature of Employee: _____ Date: _____
SUPERVISOR'S REVIEW	Amount of Deposit to be Refunded: _____ Facility Supervisor: _____ Date: _____ Comments: _____ _____ _____
REF PROCESS	Date Requested: _____ Requested by: _____ Amount: _____ Date Processed: _____ Processed by: _____ Date Mailed: _____ By: _____

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## Shelter Rental Agreement TERMS AND CONDITIONS

*All applicants must read, sign and return this form with their completed Rental Application at least 14 days prior to requested date.*

Mundelein Park & Recreation District (known as MPRD for the remainder of this Rental Agreement) The consumption of alcoholic beverages or products is prohibited in any of the park district shelters. It is also prohibited to bring any alcoholic beverages or products on any of the shelter park grounds. Available rental hours are from 9:00 am to dusk.

### GENERAL RULES:

1. The \$100.00 security deposit AND full rental payment is due at the time of Rental Application.
2. Once the Rental Application has been processed, should the party who signed the application (known as Renter for the remainder of this Rental Agreement) need to cancel their date for any reason; the rental fee will be forfeited.
3. Proof of park district residency must be presented at time of rental application to qualify for resident rate (i.e.: valid driver's license, current lease or real estate tax bill with Renter's name and address.)
4. If you are an organization, using any MPRD Facility, you will be required to provide us with a \$1,000,000.00 Certificate of Liability Insurance, naming the Mundelein Park District as additionally insured on the policy.
5. The Renter must be present at the rental. MPRD holds the Renter solely responsible for the condition of the rented facility at the conclusion of the rental.
6. The consumption of alcoholic beverages or products is prohibited in any of the park district shelters. It is also prohibited to bring any alcoholic beverages or products on any of the shelter park grounds.
7. Gambling of any form is prohibited.
8. Renter shall not permit any area to be used for any disorderly or unlawful behavior during the period of this rental.
9. Any evidence of alcohol, gambling, disorderly or unlawful behavior in the facility during your event will result in the loss of Renter's security deposit and/or immediate termination of rental event.
10. Renter is liable for any damages or loss of property, furniture and/or equipment. Any damage to the facility structure (inside or outside), furniture (tables, chairs, benches, etc.) will be deducted from Renter's security deposit.

11. The security deposit will be refunded in full if renter complies with all the terms and conditions of this Renter's Agreement. The MPRD Staff Report will determine if any or all of the security deposit shall be returned.
12. All refunds are processed in the form of check or credit card.
13. Upon approval Refunds will be issued 2 to 4 weeks after your event.
14. A late processing fee of \$15.00 will be charged for any changes made to your Rental Application within 10 days of your rental date. No changes will be allowed 5 days prior to your rental date. An additional processing fee of \$15.00 per change will be charged in the event the Renter needs to alter their Rental Application more than once.
15. A \$25.00 service charge will be assessed on all checks returned due to insufficient funds.

### RENTER RESPONSIBILITIES:

#### SET-UP/CLOSING PROCEDURES:

1. Positively no permanent signs or markings, etc. allowed on any MPRD shelter or building.
2. When cleaning, wipe up any food or beverage spills on tables, picnic benches, chairs, walls, etc.
3. Dispose of all food and decorations, etc. from event in trash receptacles using provided trash liners.
4. If applicable, return any moved furniture or equipment to their original position. Facility should be restored to same condition as it was when the rental began.



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**The Mundelein Community Center is located at 1401 N Midlothian Road, Mundelein.** Our facility is a smoke-free, alcohol-prohibited environment.

## Park Rental Agreement TERMS AND CONDITIONS, CONTINUED

*All applicants must read, sign and return this form with their completed Rental Application at least 14 days prior to requested date.*

### TERMINATION OF RENTAL:

The MPRD reserves the right to terminate any event and/or participation of any individual at any time if it is reported to MPRD that continuation of the rental and/or individual participation is not in the best interest or safety of the participating guests or rental facility. If the MPRD finds cause to terminate your event while your event is taking place, the MPRD Staff Report will be reviewed to determine if any of the security deposit or rental fee will be refunded.

Should the park district need to cancel prior to your event, the security deposit and any rental fees paid will be refunded to you.

### DISCLAIMER:

MPRD reserves the right to CANCEL any rental event. The decision of the Park District Director is final.

MPRD does not assume any liability for property lost or stolen on the MPRD premises, or for personal injuries sustained on the premises during rental use of the premises. Renter hereby agrees to assume the full risk of any injuries, damages, or loss, regardless of severity, that Renter may sustain as a result of this rental. Renter further agrees to waive and release the MPRD, officers, agents, employees and volunteers from any and all liabilities, losses, claims, suits, damages and/or judgments (including reasonable attorney's fees) that Renter might sustain as a result of any and all activities connected with or associated with this rental.

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I understand that I am responsible for clean-up of the facility before the end of my rental time and that the cost of clean-up not accomplished or damages to the facility will be deducted from my security deposit. I further understand that MPRD reserves the right for full restitution of any and all damages incurred by the Renter or Renter's guests and to bill any additional expenditure for said damages that may incur above and beyond the amount of the Renter's security deposit.

I understand that any violation or discrepancy on my behalf from this Rental Agreement may be grounds for the MPRD to retain any or all of my security deposit.

I have read and understand the preceding disclaimer. I do hereby agree to the terms of the disclaimer and the conditions of the Rental Agreement.

### APPLICANT:

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

Printed Name: \_\_\_\_\_