



Park Shelter Reservation Form

NOTICE: This reservation gives you priority for the use of the shelter space only. It does not guarantee the cleanliness of the shelter, as it is a public space. We strongly suggest checking the condition of the shelter the day of your reservation.

Drinking alcohol and/or smoking are not permitted on any Park District property. If alcohol and/or smoking are detected, additional fees may apply.

Reservation Information

Date(s) Facility is Needed:

Requested Park Facility:

Time of Use:

Reason for Facility Use:

Estimated Number of Persons to be in Attendance:

Applicant Information

Full Name:

(Last)

(First)

(Middle)

Address:

(Street)

(City)

(State)

(Zip)

Phone:

Email:

Waiver of Liability & Release of Claims

I, as duly authorized signatory for my group/organization assume responsibility for, and will indemnify the Flagg-Rochelle Community Park District for all the claims for personal injury, property damage, and any other type of claim, arising from the use of the Park District facilities. I further agree to pay all costs for losses or damages to Flagg-Rochelle Community Park District owned or leased land, buildings and equipment. It is further understood that in consideration for being permitted to utilize the facilities of the Flagg-Rochelle Community Park District, I do myself, my heirs, executors, administrations, assigns, and the organization I represent, hereby release and discharge the Flagg-Rochelle Community Park District Board of Commissioners, officers, employees, agents, and associates from any and every claim resulting from the use of the facility. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital. I have carefully read the forgoing release and know the contents thereof and sign this release as my own free act.

(Signature)

Rochelle Park District
735 North 2nd Street
Rochelle, IL 61068

(Date)

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PLEASE READ ALL ITEMS THOROUGHLY BEFORE SIGNING & DATING THIS DOCUMENT

- I understand that I must be 18 years or older to be the responsible party for this reservation and that I must be present for the duration of the reservation.
- I understand that the Flagg-Rochelle Community Park District reserves the right to approve or deny any reservation request and to cancel or move any scheduled event without liability.
- I understand that my \$75 fee is a reservation fee and entitles me to priority use of the shelter space only.
- I understand that I shall be liable for any and all costs for services already performed that are associated with this request, including reasonable attorney/ legal fees, if necessary.
- I understand that I am responsible to see that all activities are properly controlled and supervised and for the conduct of all guests attending the event and that conduct breaches may result in financial penalties.
- I understand that I may be asked to reduce noise levels. If compliance is not met, I violate agreement of contract and may be asked to leave and lose future rental privileges and deposit.
- I understand that Inflatable rides such as Moon Jumps can only be used if the FRCPD has received a certificate of liability insurance from the vendor listing the FRCPD as additionally insured.
- I agree to leave and make sure all guests have departed by the designated end of event (IOPM unless otherwise noted) and that failure to comply with timely departure will incur additional fees.
- I understand the clean-up duties that are required of me include returning the shelter to the same condition in which it was found at the beginning of the event and that failure to meet these duties may incur additional fees
- I understand that the consumption of alcohol is prohibited on all Flagg-Rochelle Community Park District property and that smoking is prohibited on Park District property.
- Groups without Not-for-profit status are prohibited from using parks, shelters, or facilities for the purpose of solicitation, profit making or monetary gain. Admission fees are not allowed to be charged.
- 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.
- The Park District is not responsible for weather conditions. In the event of snow, the Park District cannot provide weekend snow-removal, so the renter has the option of removing snow themselves or canceling event with a full refund.
- Cancellations must be made 48 hours in advance of date of reservation.

I HAVE READ THE ABOVE AND AGREE TO ABIDE BY ALL TERMS AND CONDITIONS SET FORTH IN THE SHELTER RESERVATION AGREEMENT, AND THAT FAILURE TO ADHERE TO THESE REGULATIONS WILL INCUR FINANCIAL PENALTIES AND POSSIBLE LEGAL ACTION. I certify that all the information above is accurate and correct. I have read the Shelter Reservation Regulations pertaining to the use of Flagg-Rochelle Community Park District facilities and will (1) be responsible for all injuries caused by such use, (2) adhere to the rental hours agreed to through the signed contract and (3) reimburse the Flagg-Rochelle Community Park District for all loss or damage to FRCPD equipment/property caused by such use. In consideration of participation as specified at the location requested, for the date(s) and time(s) requested, I do hereby release and hold harmless the Flagg-Rochelle Community Park District from any and all liability or claims for damage or injury to person or property of the undersigned due to permittee's use of said facility(ies), by reason of any act or omission by the Flagg-Rochelle Community Park District or any of its officers, agents or employees or the condition of its property.

(Signature)

(Date)

If a situation arises where Park District assistance is required, please call: Jackee Ohlinger (815) 703-4042

Office Use Only:

<div style="border: 1px solid black; display: inline-block; padding: 5px;"> \$ _____ Non-refundable Reservation Fee </div>
Approved by: _____ Title: _____ Date: _____