



# Rental - Park Shelter | Request

## Rental Information

### Reason For Rental

\_\_\_\_\_

### Date

\_\_\_\_\_

*Available to rent April 1 to October 31 Dawn to Dusk*

### Start Time

\_\_\_\_\_

### End Time

\_\_\_\_\_

### Expected Attendance

\_\_\_\_\_

### Park Shelter Requested (\$100R/\$125NR)

*\*Shelter is located near competitive sports fields*

**Armstrong Park\*** (capacity 100)

**Bierman Park\*** (capacity 50)

**Community Park\*** (capacity 25)

**Hampe Park\*** (capacity 75)

**McCaslin Park\*** (capacity 75)

**Splash Pad Add On**  
(\$50 per hour)

*Splash Pad available for rental  
Monday -Wednesday 9 am-6 pm,  
Saturday-Sunday 9 am-1 pm.  
See reverse side for more rules,  
regulations and information.*

Rental Time Begin \_\_\_\_\_

Rental Time End \_\_\_\_\_

**Red Hawk Park\*** (capacity 50)

**Slepicka Park** (capacity 25)

**Volunteer Park** (capacity 25)

**Amenity Fee** (\$50)

*Additional security deposit may be  
required. Items such as canopies  
and dunk tanks require a permit.  
Bounce houses are not permitted.  
You may not stake into the ground.*

\_\_\_\_\_

## Renter's Contact Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Add'l Phone \_\_\_\_\_

Email \_\_\_\_\_ Birth Date \_\_\_\_\_

## Brief description of event being held:

### Organization *Only needed if you are renting on behalf of an organization.*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

How did you hear about this rental/venue? \_\_\_\_\_

Have you seen any of our rental ads? \_\_\_\_\_



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## RESERVATION INFORMATION

Reservations are on a first-come-first-serve basis. Shelters are available to rent from April 1 through October 31 except on Memorial Day, July 4, and Labor Day. Shelters can be reserved seven (7) days a week from dawn to dusk. A completed contract, signed waiver, and permit fee(s) are due when reserving a site and must be submitted at least one week prior to the requested rental date. In some cases proof of insurance is required.

## ADDITIONAL EQUIPMENT

Additional equipment, entertainment items and/or supplies are the responsibility of the renter and all items brought into the park require the approval of the Park District. It is the renter's responsibility to provide a representative to accept any deliveries. The Carol Stream Park District will not sign for or accept delivery of any equipment or supplies.

## SPLASH PAD RENTAL

The Splash Pad at McCaslin park is open for public use Thursday-Friday 9 am-6 pm, Saturday & Sunday 1-6 pm. Splash Pad may be rented by the hour as an add on to your McCaslin park shelter rental during non-public use hours. Monday-Wednesday 9 am-6 pm, Saturday & Sunday 9 am-1 pm. McCaslin Park Shelter must be rented in order to rent the Splash Pad. Splash Pad rental use is non-exclusive in regards to other patrons of the park, but no other rental is scheduled during rental time. Water at Splash Pad is scheduled to turn off and on during the requested time. This time may not be changed prior to the rental.

## MUSIC

A permit must be secured from the Village of Carol Stream for all outdoor music. Contact the Village at 630-665-7050.

## INSURANCE

A certificate of insurance is required for on-site caterers, food trucks, and any entertainment items. The certificate of insurance must be for a minimum of one million dollars and must name the Carol Stream Park District as additional insured.

## ACCESS TO SPORTS FIELDS

Depending on the time of the year the sports fields located near these shelters could be active with Park District sporting events. There is no guarantee that a field will be available for use unless available and rented by the renter of the shelter.

## RULES AND REGULATIONS

The Carol Stream Park District reserves the right to cancel, alter, or terminate all or some of the conditions provided in the agreement if the renter/participants fail to comply with the established rules which include, but are not limited, to the following:

- Renter must remain with the rental and supervise their guests for the entire duration of the park shelter rental.
- No person shall display, distribute, post, or fix any placard, sign, handbill, pamphlet, circular or any other writing or printed material of any kind whatsoever, without written Carol Stream Park District approval.
- No person shall offer or exchange for sale any article or thing or do any hawking, peddling or soliciting, or buy or offer to buy any article or thing, raffling or auctioning, or take up any collection or solicit or receive contributions of money or anything of value in the Park System without Carol Stream Park District's written approval.
- No person shall expose or offer for sale to the general public any articles or things, or conduct to solicit any business, trade or occupation or profession without a valid concession license agreement approved by the Carol Stream Park District and then only in accordance with the terms and conditions thereof, it is the intention to control commercial enterprises or sales on Carol Stream Park District Property.
- No person shall call or hold any public meeting or give any concert of public entertainment of any kind without Carol Stream Park District approval.
- Alcohol is not permitted in any park or park shelter.
- No moon walks or jump houses are allowed in any park.
- Nothing can be staked into the ground.
- Motorized vehicles are not allowed to drive or park on grass, sidewalks or bike path areas.
- Hot coals must be disposed of in the HOT COAL CANS located at the shelter.
- Disruptive activity, obnoxious behavior, or loud noise is not permitted and could result in the cancellation of the event and forfeiture of the rental fee.
- Garbage cans are located at each shelter. If garbage cans/bags provided will not be sufficient, it is the renter's responsibility to provide extra garbage cans/bags.
- All garbage must be bagged and disposed of in one area.
- Current COVID guideline visit [csparks.org/rentals/guidelines](http://csparks.org/rentals/guidelines)

## CANCELLATIONS

Cancellations made more than two weeks prior to the reserved date are eligible for a full refund. In case of inclement weather, the renter will have the opportunity to reschedule their picnic for another date.

## COMMERCIAL AND NON-PROFIT ORGANIZATION RATES

Equivalent to Resident Rates. Additional charges may be incurred based on the type of event.

### INTERNAL USE ONLY

STAFF INITIAL \_\_\_\_\_

DATE / / TIME \_\_\_\_\_

- Checked proof of residency
- Provided Renter with Copy of Rental Terms and Conditions
- Provided Renter with Receipt
- Completed Automatic Payment Request
- Entered Into Active Net

**To indemnify and save the Carol Stream Park District, commissioners, its agents and employees harmless from any and all liability for damage because of injury or otherwise sustained by the above named organization arising directly out of or in connection with participation in the rental as described above.**

<b>Participant's Name (Print)</b>	
<b>Participant's Signature</b>	<b>Date MM/DD/YY</b>