

Park Shelter
\$150R/\$170NR
R = Resident. NR = Nonresident.
**Shelter is located near sports fields.*
☐ **Armstrong Park ***
Seating for 100
☐ **Bierman Park ***
Seating for 50
☐ **Hampe Park ***
Seating for 75
☐ **McCaslin Park ***
Seating for 75
☐ **Splash Pad Add On**
(\$50 per hour)
Splash Pad available for rental
May 31 - September 1
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 ***
Seating for 50
☐ **Slepicka Park**
Seating for 25
☐ **Amenity Security Deposit (\$100)**
Items such as canopies, bounce houses and
dunk tanks require a COI. A village permit may
be required. Extra security deposit may be
required.
Rental Information

Reason For Rental _____

Event Date MM/DD/YY _____

(Available to rent April 1 - October 31 from Dawn to Dusk.)

Start Time _____ End Time _____ Attendance _____

Rental times must include setup, decorating and clean up. Early entry is not permitted.
Renter's Information

Name _____

Address _____

City _____ State _____ Zip _____

Cell Phone _____ Add'l Phone _____

Email _____ Birthdate _____

How did you hear about this rental/venue? _____

 Have you seen any of our ads? ☐ Yes ☐ No

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

Name _____

Address _____

City _____ State _____ Zip _____

Cell Phone _____ Add'l Phone _____

Email _____ Birthdate _____

INTERNAL USE ONLY
STAFF INITIAL
DATE MM/DD/YY
☐ **CHECKED PROOF OF RESIDENCY**
☐ **PROVIDED RENTER WITH
RENTAL TERMS & CONDITIONS**
☐ **COLLECTED SECURITY DEPOSITS**
☐ **PROVIDED RENTER WITH RECEIPT**
☐ **COMPLETED AUTOMATIC PAYMENT**
☐ **ENTERED INTO ACTIVE NET**

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 two weeks prior to the requested rental date. In some cases proof of insurance is required.

ACCESS TO SPORTS FIELDS

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

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 can not sign for or accept delivery of any equipment or supplies.

CANCELLATIONS

Cancellations made in writing to rentals@csparks.org 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 & NON-PROFIT ORGANIZATION RATES

Equivalent to resident rates. Additional charges may be incurred based on the type of event.

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.

MUSIC

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

SPLASH PAD RENTAL

The Splash Pad at McCaslin park is open for public use Thursday-Friday 11 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.

RULES & 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 or 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 & 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 with a Certificate of Insurance.
- Moon walks or jump houses are allowed at park shelters with electricity.
- Motorized vehicles are not allowed to drive or park on grass, sidewalks or bike path areas.
- Hot coals must be disposed 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 and bags provided are not sufficient, it is the renter's responsibility to provide extra garbage cans and bags.
- All garbage must be bagged and disposed of in one area.

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.

Renter's Name PRINT

Renter's Signature

Date MM/DD/YY

