

BLOOMINGDALE PARK DISTRICT

**Springfield Park Shelter
Rental Application**

Today's Date: _____

Name: _____ Daytime Phone #: _____

Address: _____ City, State, Zip: _____

Organization Name (if one): _____

Date Requested: _____ Time(s) Requested: _____

Type of Use: _____ Number of People: _____

Facility Requested

Picnic Shelter Fees & Charges: Springfield Park Picnic Shelter

Rental Rates: By the Day (9:00 AM to Dusk):
Resident \$20.00, Non-Resident \$40.00

Amount: \$ _____

Other: _____

Amount: \$ _____

Total Balance Due for Rental:

Amount: \$ _____

Please indicate any equipment/supplies and quantities that will be brought on site by renter or by individuals on the renter's behalf:

I have read and understand the facility usage stipulations and agree that our group will follow them. I will inform and explain the stipulations to all the guests and participants. I also understand that the Bloomingdale Park District and its employees will be held harmless for claims resulting from our use.

Renter Signature: _____ Date: _____

Office Use Only

Method of Payment: Cash: _____ Check #: _____ Receipt # _____

Visa/MC #: _____ Exp. Date: _____

Approved: _____ Denied: _____ Superintendent of Parks: _____

Facilities Coordinator: _____

Springfield Park Picnic Shelter Stipulations

The Bloomingdale Park District is the sole owner and operator of the Springfield Park Picnic Shelter. No third party may rent, represent the rental opportunities or collect fees for the use of either facility. The Springfield Park Picnic Shelter or adjacent parks shall not be used by any individuals or organizations in which profit is to be gained, except as permitted by the Park District.

Reservations:

- The Springfield Park Picnic Shelter are open to the public and intended for public use. No use will be deemed exclusive without proper paperwork and fees submitted to the Park District.
- All rental applications will be processed on a first come, first served basis. All fees and security deposits must be paid with the submittal of rental application. A rental will only be confirmed when a rental application is filed and all fees and security deposits are paid.
- Confirmed rental reservations for the Springfield Park Picnic Shelter must be made 48 hours prior to the rental request. Rental reservations will be accepted up to a maximum of one year in advance.
- The Park District reserves the right to cancel or block out dates of availability for any Park District programs or sponsored events. Any cancellations on the Park District's behalf will result in a full refund to the renter.
- Special use requests may be made to the Park District in writing on the application. Special use includes use of tents, music, etc. The Park District has the right to approve or deny any special use requests at the Park District's sole discretion. Any approved special use will be subject to additional fees and/or increased security deposit.

Cancellations:

- Any cancellations by the renter after confirmation will result in the loss of rental fees, however the security deposit will be returned. Cancellations include decisions made on renter's behalf and inclement weather.

Facility Use:

- It is understood that the renter and their guests will comply with all rules, stipulations, regulations and ordinances of the State of Illinois, the Village of Bloomingdale and the Bloomingdale Park District with use of each facility.
- **Village of Bloomingdale and Park District ordinances prohibit the serving or use of alcoholic beverages, and are subject to arrest by the Village of Bloomingdale Police Department.**
- No decorations or other items may be affixed to any part of any facility or park amenities. This includes tape, nails, hooks or other types of fasteners. Use of any fasteners will automatically result in the forfeiture of the security deposit.
- The dispensing and/or throwing of rice, birdseed, flowers or launching of balloons is prohibited. Renters may use bubbles in lieu of other traditional activities.
- The renter will be responsible to clean and police the facility and adjacent grounds, removing all refuse, litter, decorations or other items related to the rental that have accumulated as a result of the use. Failure to do so will result in a complete or partial forfeiture of the security deposit.
- It is our pleasure to provide to you; clean, beautiful, safe parkland for you and your families to enjoy. To do so we ask you observe a few simple rules. Please respect the parks, they are yours to use and enjoy, but please help us keep them clean. Throw your garbage in the provided receptacles. If others have forgotten to throw their garbage away please lend a helping hand and throw it away as well. Please report vandalism or other illegal behavior to the police and our staff as soon as possible. Also, in order to maintain a place, out of harm's way, where we can all feel safe to let our children run and play without worry there are **no vehicles allowed in the parks**. If there is a situation in which supplies are needed in an area please use carts, dollies, or whatever means necessary to avoid driving a vehicle into this "safe zone". If assistance is needed please call the maintenance department **in advance** and we will try to accommodate your needs. We know you tell your kids not to play in the street, please don't drive in their park.

Hours:

- The rental agreement allows use of the requested facility during hours stated on the application. Set up and clean up time must be included in the hours listed on the application.

Washroom:

- There are no washrooms available at Springfield Park Picnic Shelter.

Electrical:

- Electricity is available at the Springfield Park Picnic Shelter.

All individuals and organizations renting or using Bloomingdale Park District's parks and/or facilities shall hold the Bloomingdale Park District harmless for any action or suit by any individual or individuals injured or occasioned by use of any Bloomingdale Park District parks and/or facilities, or by any other individual or organization

Any deviation, violation or interpretation by the Park District of any breach of the stipulations described in this document will result in the complete or partial forfeiture of the security deposit. If the breach at the Springfield Park Picnic Shelter results in costs absorbed by the Park District of any kind, the Park District will collect these absorbed costs from the renter.

Camp Fire Request Form

- **Campfires must only be built in the Park District designated fire pit.**
- **Campfires require constant adult supervision and must never be left unattended.**
- **Start out with a larger fire first and then let it burn down as the night progresses, so in the end there are not a large amount of hot coals.**
- **When the time comes to leave, the fire should be carefully put out and not left to burn out on its own. *Please bring a cooler full or bucket of water to ensure the fire is extinguished at the end of the night.***
- **Carefully spread out embers, do not scatter and douse with water or dirt. Do not leave any embers smoking.**
- If the winds are in excess of 20 mph that the permit is null and void.

Name of person requesting fire: _____
Please print legibly

Date and time fire requested: _____

Address: _____

Phone #: _____

Cell phone (in case of emergency): _____

Signature

Date

Park District Approval yes no

Signature of Park Representative

Date