

# KINGSBURY PARK DISTRICT

## Patriots Park Meeting Room Rental Agreement



### General Rules:

1. If a scheduled event at any park is open to the public, a Certificate of Insurance naming the Kingsbury Park District as “Additional Insured” is required.
2. The Kingsbury Park District Board reserves the right to refuse the use of any of its facilities to anyone.
3. 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 the rental application. Dates may be tentatively reserved by calling 618-664-4969 or coming in to the Kingsbury Park District Office at 712 Franklin Ave. In order to **confirm** a reservation date, however, the reservation fee must be paid and a signed agreement submitted within seven days from the day the original request is made. If either payment or the agreement is not received within seven days of the day of the original request, the reservation will be cancelled immediately and without further notice. All Friday, Saturday, and Sunday rentals must be completed by Wednesday at 5pm. The reservation fee is non-refundable, and no substitute dates will be allowed.
4. The Patriots Park Meeting Room is available for Rent for the following fees for 2025:

	<i>Monday-Thursday</i>	<i>Friday-Sunday</i>
<i>Park District Resident</i>	<del>\$75.00</del> \$60.00	<del>\$100.00</del> \$80.00
<i>Non-Park District Resident</i>	<del>\$125.00</del> \$100.00	<del>\$150.00</del> \$120.00

5. **Payment & Deposit must be made from the person signing the Room Rental Agreement.**
6. A **\$100.00 Deposit** is required of any person renting the Patriots Park Meeting Room. All or part of this deposit shall be forfeited if the renter neglects any of the responsibilities on this contract. This deposit will be returned to the renter once the Kingsbury Park District has determined all rental/cleanup procedures are complete, usually within 7 days.
  - a. The Following Must be Completed to receive a Returned Deposit. Please complete the checklist located in the supply closet when items are completed.
    - i. Floors Swept & Mopped (no sticky spots on the floor)
    - ii. Tables & Chairs were wiped down and returned to their racks.
    - iii. Decorations Removed (including hanging material, such as tape or string).
    - iv. Garbage emptied and placed in the dumpster located outside near the Main Pavilion.
    - v. All lights turned off and Doors Locked
    - vi. Any items listed on the cleaning checklist not mentioned above.
    - vii. **The Checklist must be completed. Failure to complete the checklist will result in an Automatic forfeiture of \$25.00 from your deposit.**
7. The Patriots Park meeting room is available for use from 9:00 AM to 10:00 PM, daily.
8. **Candles and Glitter (including glitter ribbon) are NOT permitted.**
9. Fryers of any kind will not be allowed inside the building or located on the back deck.
10. No open fires/flames on the back deck, including (but not prohibited to) Grills and fire pits.
11. **No decorations or other items may be affixed, taped, or tacked to any wall, door, window, or light fixture. Any damage caused by the use of decorations to the facility will be deducted from the renter’s deposit. (Nails and Staples are Strictly PROHIBITED)!**
12. Smoking and alcoholic beverages are not permitted within the Patriots Park Meeting Room.
13. The Park District and its employees shall not be held responsible for damage to or loss of property or injury to persons while on park premises regardless of whether they are participants or spectators.
14. The applicant shall reimburse the Kingsbury Park District for the cost of any necessary clean-up or damages due to which the applicant or guest are responsible. The applicant shall be responsible for any thefts of Park District Property or damage thereto and shall reimburse the Kingsbury Park District for the amount for such thefts or damage to the location.
15. All renters and their guests are expected to act in an orderly fashion and will be held financially responsible for any damage occurring to the building, grounds, or equipment.
16. Renters are responsible for obtaining a code to the building.



## CLEANING CHECKLIST FOR Meeting Room at Patriots Park

<u>Task</u>	<u>Renter</u>	<u>KPD</u>
Wipe Down Tables & Chairs		
Return Tables & Chairs to Original Location		
Sweep & Mop Floors (water only)		
Clean Bathroom (flush toilets, wipe down sink, etc.)		
Decorations Removed		
Check walls for residue, if found clean		
Empty Garbage and place in Dumpster by the Main Pavilion		
Return Thermostat to 80° in summer, 60° in winter		
Grill & Deck area picked up		
Turn Out Lights		
Lock Door		

Person Completing Tasks: \_\_\_\_\_

Any task not completed will result in a fee.

Any damages outside of the cleaning list will be charged an hourly rate.

Renters will be held financially responsible for any damage occurring to the building, grounds, or equipment.

Use of Tape/Nails/Tacks/ anything to adhere decor to the walls WILL RESULT IN AUTOMATIC FORFEITURE OF YOUR DEPOSIT!