Winfield Park District
CRBAC Facility Rental Guidelines

Payment, Security Deposit, Cancellation & Refund Policy

- Full payment for rental is due 2 weeks prior to rental date otherwise the rental will be voided and 10% of the rental fee will be kept from the deposit.
- The "rental period" is defined as the entire amount of time during which the renter occupies the facility. **This includes time for set-up and take-down.** Facility use will be the time designated above. The Park District's clock shall be the official time. If the renter fails to show within 60 minutes of their rental start time, they will be judged as a "No Show."
- The Winfield Park District shall not be liable for damages or its failure to perform due to contingencies beyond its reasonable control, including, but not limited to, fire, storm, earthquake, explosions, public disorder, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, equipment failures, building failures, or acts of God/nature.
- A $200 security deposit is required for all room rentals. An additional $300 deposit is required for all rentals with alcohol. The deposit will be refunded within 2 weeks after rental, provided there is no damage to the rented area, no excessive cleanup is required, and the scheduled hours of the rental were adhered to.
- If the room is not left in satisfactory condition according to a post-rental checklist or staff reports, or you arrive prior or stay longer than your approved time, the Winfield Park District may keep all or part of your deposit.
- The renter shall assume liability for any damage done to the building, equipment, or area being used and will be responsible for leaving the facility in satisfactory condition.
- Cancellation fees:
    - More than 14 days in advance — 5% of rental fee
    - 14-7 days in advance — 10% of rental fee
    - Less than 7 days in advance — 50% of rental fee
    - "No Show" Fee — 100% of rental fee

Room Usage

- Renter shall not enter, occupy or use the listed facilities until the dates and times specified in this agreement. Renter shall vacate the facilities at the dates and times specified in this agreement or be charged for every 15 minutes of overtime use.
- The building, facilities or equipment shall not be used by any person(s), corporation or non-profit organization for private or business profit or gain.
- Renter shall be responsible for inspecting the facility subject to this Agreement prior to each use and shall be responsible for bringing to the Winfield Park District's attention any potential dangers, safety hazards or problems. Renter is solely responsible for determining whether said facility is safe, appropriate, and/or compatible for Renter's intended use.
- Any materials/decorations brought in must be removed at the end of the rental. No decorations may be taped or tacked to any wall, door, window, light fixture, shades, or any other fixture in the room.
- No confetti, glitter, or rice may be used inside or outside the facility.
- No inflatable attractions, smoke or fog machines are allowed.

- Candles may not be used as decorations. Candles for birthday cakes are permitted.
- Helium balloons must be anchored.
- Admission may not be charged to enter event without prior approval from the Winfield Park District.
- Renter is responsible for cleanup of all rooms being rented. Tables and chairs must be wiped down. Floors must be swept. All garbage must be bagged and in trash bins. Kitchen counter tops are to be wiped down and cleared. Refrigerator must be emptied and wiped clean.
- If the fire alarms are activated, the renter will be responsible for all costs incurred to reset the systems.
- The Charles R. Beggs Activity Center is a multi-use facility. Please be aware that there may be other activities/programs/events taking place in the building during your rental. Use of the facility by the renter and all parties present is confined to those areas rented and public restrooms only. No other areas of the building may be occupied.
- It is understood that all renters and their guests will comply with the rules, regulations, and ordinances of the Winfield Park District, Village of Winfield, and the State of Illinois in use of the facility.

Insurance

- The Park District provides no health/accident/liability insurance for groups using its facilities. Groups may be requested to provide a Certificate of Insurance, signifying that they have sufficient insurance coverage.

Food and Drink

- Unless otherwise permitted, no alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking and rights of the Winfield Park District under this agreement
- All food and drink must be kept in the area being rented; participants may not carry food/drink to other areas of the building.
- No BBQ or open flame cooking is permitted.
- Kitchen use is confined to storage, heating and refrigeration of food only.
- A Certified Food Protection Manager Certificate and a Certificate of Insurance are required for the use of the stove and ovens.
- Renters using a caterer’s delivery and serving services must provide their agreement with the caterer. The caterer must provide a certificate of insurance naming the Winfield Park District as additional insured.

Equipment

- The Park District only provides tables and chairs. All other items must be supplied by the renter.
- No Winfield Park District equipment or property shall be removed from the premises without written permission of the Winfield Park District.
- The Winfield Park District is not responsible for loss, theft or damage of personal property or equipment.
- Renters using a DJ or live band must provide their agreement with the DJ/band. The DJ/band must provide a certificate of insurance naming the Winfield Park District as additional insured.

- The renter is responsible for bringing their own kitchen supplies such as dishes, utensils, pots and pans, etc.

Conduct and Supervision

- All renters and guests are expected to act in an orderly fashion and are financially responsible for any damage occurring to the building, grounds, or equipment.
- For any function, a competent adult (21 years of age or older) or chaperone must be provided by the renter for supervision. Park District staff will not act as chaperones. If the rental is a youth function, the renter must have 1 adult for every 10 youths under the age of 21.
- All rentals will be overseen by a Building/Rental Supervisor or Park District staff. They are empowered to restrict the group's misuse of the facility and protect Park District property from the renters and their guests due to conduct before, during, and after the rental time has expired. Should guests become unruly, the renter must assist the park district staff in performing their duties. It is the responsibility of the renter to notify guests of the duties and authority of the supervisor/staff.
- The Building/Rental Supervisor and Park District staff are not on duty to assist with the renter's activities.
- Building Supervisors are not permitted to accept tips in any amount from renters

General Policies

- Smoking/vaping is not permitted in Winfield Park District Facilities in compliance with the Illinois Clean Air Act.
- Smoking/vaping is not permitted within 15 feet of the building in compliance with the Smoke Free Illinois Act.
- The renter gives the Winfield Park District the right to pursue collection methods for bad checks, damages or additional time used, and agrees to pay for such methods.
- The renter and/or organization using the facility agrees to comply with the intent of the Americans with Disabilities Act and will not discriminate in any way against a person with a disability. All costs of doing so will be the responsibility of the organization or the renter.
- The rental agreement may be revoked at any time at the discretion of the Winfield Park District due to misrepresentation of the renter, the misconduct of individuals in the group or for misuse of property. Future rentals may not be issued to the renter.
- It is understood that the Winfield Park District will have no responsibility or liability for injury to any person, or damage to any personal property which may occur on the park district property while this property is being used under the terms of the facility contract.