The Village of Lynwood

PARK RENTAL FORM

(Please read and initial all text in red)

Please complete the application in full. Requests must be submitted at least one (1) week prior to the date requested. Application for rental will be approved on a first come first served basis. The renter must be a Village of Lynwood resident. A PICTURE ID is required when submitting a Park Rental Request Form.



Event Liability Insurance is required for all park rental. The Village of Lynwood must be listed as an additional insured. See the attached *Event Liability Insurance Rider* for a list of insurance companies that provide event insurance.

Which park are you renting?

☐ **Liberty Memorial Park w/ Gazebo**
3107 Glenwood-Dyer Rd., Lynwood, IL 60411

☐ **Lakeview Park – Picnic area and bathrooms**
19800 Lake Lynwood Dr., Lynwood, IL 60411

Date of Function: _____Hours: _____

Type of Event (Birthday Party, Reunion, Graduation): _____

Number of People Expected (maximum 80 people): _____

Application is subject to the general and applicable special terms and conditions set forth on the following page.

Responsible Person: _____

Address: _____

Telephone Contact Number: _____

- **A $250.00 cash deposit must be paid at the time the Park Rental Form is submitted. A rental fee of $150.00 will be deducted out of the deposit and remaining balance of $100.00 will be returned within 3 business days after the rental date if the premises is completely cleaned inside and the surrounding grounds have been cleaned of all garbage is placed in the proper containers.**

- **A walk-through is REQUIRED before and after your event.**

- **The facility/park must be cleaned and closed BY DUSK *(the time just before night when the daylight has almost gone but when it is not completely dark)* the day of the event.**

- **Tables and chairs in the facility may be used. No additional tables or chairs will be supplied.**

Rules & Regulations for Rentals:

- **The renter must be a Village of Lynwood Resident at least 21 years of age and must be present at the event from start to finish.**
- **All garbage should be placed inside garbage cans. If more room is needed the garbage can near the Fire Department should be used. Garbage should not be placed all over the ground where animals can get into it. If no room exists in cans, you must remove the garbage from the site. If the facility/park is left littered with trash, the Village will keep the $100.00 deposit and an additional $50.00 per hour clean up fee will be charged to the renter.**
- **If there is any damage done to the premises, the responsible person(s) will be billed for the repairs.**
- **No alcoholic beverages can be brought into or used at any Village park by Village Ordinance.**
- **No smoking is allowed inside the annex building and within 15 feet of the building.**
- **The facilities cannot be reserved for any retail use.**
- **No commercial/sales or campaigning activities can be held in the facilities.**
- **Lights must always remain on unless a video or movie is being shown. Leave lights on when leaving for inspection.**
- **Leave Annex window shades/blinds open.**
- **All park rules and regulations must be followed at all times.**

Cancellations must be made two weeks prior to the rental date for a full refund. If not, $100.00 will be charged for the late cancellation.

Clean up:

Cleaning up of the buildings and grounds is the renter's responsibility and it must be completed to receive the cash deposit refunded. A village official will provide an inspection of the premises the next business day after the rental to verify that no damage to the facility has occurred and that the facility has been cleaned and trash removed. A $50.00 per hour fee will be charged if a cleanup is required by the Village.

Garbage must be continually collected during the function and placed in seal bags. At the end of the function all garbage should be removed from the premises and placed in the garbage receptacles including the one located behind the fire station. The renter must supply their own trash bags.

Liability

The Village of Lynwood assumes NO liability for any accidents, damages, injuries, or other claims arising out of the rental use of the facility. The renter shall indemnify and hold harmless the Village of Lynwood for all claims of any accidents, damage or injuries arising out of the rental use of the facility. The Village of Lynwood shall not be responsible for stolen, lost articles or other lost items of personal property.

The Village of Lynwood reserves the right to refuse the use of the facilities and or parks to anyone.

RENTER SIGNATURE_____ Date_____

Instructions for picking up the key(s)

The key to open the Annex and bathrooms must be picked up at the Police Department on the day of your event. You will be required to leave your driver's license with the Police Department. A photocopy of your driver's license will be given to you. After your event, the key must be returned to the Police Department and your driver's license will be returned to you.

Your Contact Person:
Name: Crystal Johnson
Title: Office Manager
Phone Number: 708-898-9168

FOR OFFICE USE ONLY:

Date Deposit was Received: _____ cash

Inspection Report after Usage:

_____

_____

_____

_____

Deposit Return Date: _____

Signature of Renter Upon $100.00 Deposit Returned

X_____