



VERNON HILLS PARK DISTRICT CENTURY PARK PAVILION FACILITY RENTAL RULES & REGULATIONS

RULES AND REGULATIONS

1. Rentals **must end** by 10:00pm Sunday through Saturday. During the nine (9) weeks of summer day camp, the facility is only rentable on Saturdays and Sundays.
2. The rental fee and damage deposit are due at the time of reservation.
3. Rental fees are charged by the hour. The hour starts with your 'Set-up Start Time' and ending through your 'Clean-up End Time' as provided on your Rental Request Form.
4. Pavilion keys must be picked up at the Sullivan Community Center just prior to the 'Set-up Start Time' and returned immediately after the 'Clean-up End Time' as indicated on your Rental Request Form. **If your rental starts after Sullivan Community Center is closed, you must pick the pavilion key up during business hours.** If your rental concludes after Sullivan Community Center hours, you can drop the key off in the Key Drop Box located on the brick column at the entrance of Sullivan Community Center. Please check the hours of operation of the Sullivan Community Center for the most up to date times.
5. **Your rental will begin at the 'Set-up Start Time' stated on your rental permit. Renter must vacate facility no later than the approved 'Clean-up End Time'. Rental times cannot be extended on the day of the event.**
6. The party room is furnished with enough tables and chairs to accommodate up to 50 people. **Only tables and chairs will be provided by the Vernon Hills Park District for the number of guests indicated on the request form.**
7. Renter must be present for the **entire** rental and is responsible to ensure all activities are following required rules and regulations.
8. An approved permit allows the renter exclusive use of the pavilion party room only. All other park amenities including restrooms, parking lot, playgrounds, athletic fields, etc. must remain available to the public.
9. The use of tents, carnival games, and animals may be done outside of the pavilion only by the special permission of the Rental & Systems Coordinator. All requests must be made in writing at least 10 business days of the event.
10. The use of public address systems and loud music is prohibited outside of the pavilion.
11. **Renter is responsible for leaving the facility in the same condition it was found.** Garbage bags will be provided for renter to put all trash in. Trash is to be left all in one area neatly piled. Chargeable damages will include the facility being left dirty, damage to any equipment or to the facility itself. If damages are apparent, the renter will be billed accordingly. The group responsible for any such damages may be denied future use of Vernon Hills Park District Facilities.
12. **ALLOWED:** Masking and painters tape on walls ● Extension cords (must be taped down) ● Bluetooth speakers (noise kept to a minimum). **NOT ALLOWED:** Nails, glue, or scotch tape on walls ● Confetti/Glitter
13. Smoking, gambling and games of chance of any kind are strictly prohibited on Vernon Hills Park District Property.



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14. **No alcohol** can be sold or consumed at any time during the rental period. Alcoholic beverages are not allowed in the facility, facility parking lot or on any other park district premises. If alcohol is present, the renter will be asked to remove it from the premises. If it is still present after the initial request, your rental will end immediately, you will forfeit rental fees and your damage deposit will not be refunded.
15. The pavilion may not be used for selling refreshments or other concessions, any business or organization for any uses or activities that require any local, county, state or federal licensing without the express written permission of the Executive Director.
16. Driving and/or parking in any area other than the parking lot is prohibited. No parking is allowed on the lawn or sidewalks.
17. **Renters are not permitted to store items in Vernon Hills Park District facilities.** Any items left behind are the responsibility of the renter and the Vernon Hills Park District is not responsible for lost or stolen property.
18. Pets are prohibited inside the pavilion with the exception of service animals.
19. The Vernon Hills Park District reserves the right to approve or deny any request submitted for a facility rental and to revoke any request previously granted, at any time, if it is determined that the request contained any misrepresentations or false statements, or that any condition set forth in the policies governing the request is not being complied with, or that the safety of the participants in the activities of the applicant or other patrons or visitor to the facility is endangered by the continuation of such activity.
20. Any extension of time must be arranged at least 10 business days prior to the event. The room(s) rented must be returned to same condition it was found, and the renter and all guests must vacate the facility by the 'Clean-up End Time' as indicated on the Rental Request Form. **Failure to vacate on time will incur a charge of double the hourly rental rate. The rate will be applied in 15 minute increments until the premises is fully-vacated.**
21. **Damage Deposit Refunds:** Credit card refunds will be refunded directly to the original credit card approximately one to two weeks after the event. Cash or check refunds will be mailed in check form within 5 weeks of the event.
22. Renter is responsible for locking any doors that were unlocked by you when leaving the pavilion (double glass patio doors (2), brown interior door near vending machines (allen key), and the kitchen. Failure to relock the doors will result in a \$50.00 fee and will be deducted from your damage deposit.
23. **CANCELLATION POLICY:** Cancellations made 30 DAYS IN ADVANCE of your rental will be approved less 10% of the facility rental rate. Cancellation requests received LESS THAN 30 DAYS of the event are subject to administrative approval and will incur a cancellation fee. Any cancellations within 10 business days will not be refundable. Damage deposits will be refunded for all cancellations
24. Breaking any of the above rules or conducting any illegal activity may result in the immediate termination of a rental and the forfeit of all rental fees including damage deposit.