



# AQUATIC FACILITY RENTAL REQUEST

Aquatic Rental requests accepted at PARC | 24550 W Renwick Rd, Plainfield IL 60544 | 815-436-8812 or  
OSP | 23820 W Ottawa St, Plainfield, IL 60544 | 815-436-3314  
Email: osp@plfdparks.org

- Rental Requests must be made at least 2 weeks prior to the date requested.
- The Park District shall have at least three business days after receiving request to review the application.
- **Rental fee includes 15 min. set up before rental start time. Rental ends at the designated time stated on the receipt.**

## Applicant Information

Name (Individual/Contact Person)

Date of Birth

Address

City State Zip Code

Phone Number

Email Address

Alternate Contact

Alternate Contact Phone Number

\*ALL contacts listed must be present during the rental.

## Event Information

Organization Event Date Event Start & End Time

Estimated Attendance Purpose / Description of Event

## Facility Information

- Full payment is due at the time the facility reservation is made. In addition, a **\$100** refundable security deposit is required.
- Additional fees may be assessed which can result in loss of security deposit. Reasons include, but are not limited to: clean-up, garbage, or staffing.

### Party Rental

Rental times are 2 hours long during regular hours of operation. Fee includes admissions for up to 20 guests and party space; each additional guest over 20 is \$5. All guests attending the rental are included in the head count.

Monday – Friday (between 12:00 – 4:30 PM) Saturday & Sunday (between 11:30 AM – 6:00 PM)

**Residents \$135 / Non-Residents \$170**

### Private Rental

Rental times are 2 hours long outside of normal operating hours. Fee includes admissions for up to 50 guests; All guests attending the rental are included in the head count.

Monday- Friday (7:00 – 9:00 PM) Saturday & Sunday (6:30 – 8:30 PM)

**Residents \$300 / Non-Residents \$350**

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_  
 Reservation #: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Initials: \_\_\_\_\_ Special Use Request:  COI Received:   
 Security Deposit Returned on: \_\_\_\_\_ Security Deposit Held Reason: \_\_\_\_\_

## Adult to Child Ratios

All groups are required to have the following adult to child ratio during rentals.

Swimmers	Adult to Child Ratio
2 years old	2:1
3 years old	5:1
4 years old	8:1
5 years old	8:1
5-8 years old	8:1
9-12 years old	12:1

## Insurance Requirements for Special Use Requests

Plainfield Park District may require the renter to provide a Certificate of Insurance verifying \$1,000,000 minimum general liability insurance and \$2,000,000 aggregate insurance. The Plainfield Park District must be named on the Certificate of Insurance as an additional insured. The Certificate of Insurance must include the name of the event as well as the date, time, and location of event. This must be turned into the Park District no later than 2 weeks prior to the event.

## Facility Rental Guidelines

Applicants are required to abide by the specific rules of the application as well as other Park District and local ordinances. Failure to comply may result in the cancellation of the application, loss of rental fees and/or security deposit; cancellation of any current or future permits; and/or Law Enforcement officials may be called. The Facility Use Rules and Regulations include, but are not limited to:

- The renter must be able to provide a copy of the receipt during the rental and present to any Park District representative upon request.
- The Group/Renter shall have the use of the facility for the date(s) and time(s) stated herein, and subject to the facilities group or rental fee as provided herein.
- The Group/Renter shall fully comply with all Plainfield Park District rules, regulations, and ordinances in connection with the use of the facility.
- The Group/Renter shall fully comply with the attached Pool Rules & Regulations
- The Plainfield Park District reserves the right to amend the rules, as needed, to serve the best interests of the Park District
- The Group/Renter is solely responsible for the actions of any member of the Group/Renter's groups and shall provide adequate supervision of the group at all times
- The Group/ Renter's supervision ratios shall minimally meet the following.
  - 2 years old 2:1 (adult to child)
  - 3 years old 5:1
  - 4 years old 8:1
  - 5 years old 8:1
  - 5-8 years old 8:1
  - 9-12 years old 12:1
- All adult supervisors with the group must be readily identifiable as being with that group for emergency contact purposes.
- The Plainfield Park District shall provide lifeguard staff for users of the facility. The Group/Renter fully understands and agrees that lifeguards are not responsible for supervising the Group/Renter's group. Lifeguards are responsible for enforcing rules and regulations and responding to emergencies.
- The Group/Renter is solely responsible for the safety and security of any property brought to the facility. The Plainfield Park District is not responsible for lost, stolen, or damage person items.
- The Group/Renter shall ensure that there is at least one adult supervisor fluent in English and on site at all times during their use of the facility.
- The Plainfield Park District retains the right to cancel this agreement at any time and for any reason, including, but not limited to inclement weather, misconduct of the group or any member of the group or misuse of property, for purposes

deemed necessary for public safety or preservation of property, if termination serves the interests of Park District residents, or because the group/renter has breached any of its obligations under this Agreement.

- The Group/Renter agrees to protect, indemnify, save, defend, and hold harmless the Plainfield Park District, including its officers, officials, employees, agents, and volunteers from and against any and all liabilities, obligations, claims, damages, causes of action, costs, and expenses, which the Plainfield Park District may become obligated by reason of any accident or injury arising indirectly or directly in connection with or under this use agreement, whether such loss, damage, injury or liability is contributed to by the negligence of the Plainfield Park District or by the premises themselves or any equipment thereon whether latent or patent, or from other causes whatsoever.
- The Group/ Renter may be required to have a general liability insurance for bodily injury, personal injury and property damage during the term of this agreement.
  - The Group/Renter insurance shall name the Plainfield Park district as additional insured and shall contain no special limitation on the scope of protection afforded the Plainfield Park District. The insurance shall have limits of not less than \$1,000,000 per occurrence for injury or death. Renter's insurance shall be primary insurance as respects the Plainfield Park District. Any insurance of self-insurance maintained by the Plainfield Park District shall be in excess of Renter's insurance and shall not contribute with it. Group/Renter's insurer shall agree to waive all rights of subrogation against the Plainfield Park District.
- The Group/ Renter shall provide a certificate of insurance verifying compliance with the above insurance requirements and naming the Plainfield Park District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the rental date(s) not later than fourteen (14) days prior to the rental date(s).
- This rental agreement may be revoked at any time at the discretion of the Plainfield Park District due to misrepresentation of the Group/Renter, the misconduct of individuals in the group or for misuse of property. Future rentals may not be issued to the Group/Renter.

## **CANCELLATION POLICY**

Cancellations requested 10 (ten) or more days prior to the event will receive a refund of fees paid less a \$25 cancellation fee. Cancellations requested less than 10 (ten) days prior to the event will receive a refund of fees paid less the deposit up to a maximum of \$100. In the event the Plainfield Park District cancels your reservation, you may reserve another date/time, if available or receive a full refund.

## **OTTAWA STREET POOL RULES AND REGULATIONS**

- No diving or flipping off the side of the pool.
- No food or beverages are allowed on the pool deck, except in the designated rental areas.
- Smoking, alcoholic beverages, and any other illegal substances are strictly prohibited.
- Only U.S. Coast Guard approved life jackets and water wings may be used.
- High dive users must be 48" tall.
- Swimsuit with swim liners only. No leotards, cutoffs or colored T-shirts are allowed.
- Children under the age of 2 must wear plastic pants or swim diapers, no disposable diapers.
- Plainfield Park District is not responsible for the loss of theft of any personal belongings.
- Park District staff MUST be respected and obeyed at all times.
- Any activities deemed inappropriate and indicated by the Park District staff are prohibited.
- The building and all equipment must be used and treated appropriately.
- The responsible person submitting the application must be 21 years of age and be present during the entire rental.
- No sound amplification systems or outside music are allowed.

**WAIVER AND HOLD HARMLESS AGREEMENT**

I certify that all of the information I provided on this form is true and correct. I understand that Plainfield Park District may verify this information and that misrepresentation may result in the denial of reservation or additional fees.

I understand that Plainfield Park District will not be responsible for any property left unattended in the facility, and that I am responsible for reporting incidents of vandalism or illegal activity in the facility by notifying facility staff.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 21 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse Plainfield Park District for any and all loss incurred by it in repairing or replacing damage to Plainfield Park District property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event of rental who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless Plainfield Park District, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agenda, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the application.

I have read and understand all regulations/requirements/agreements and special use regulations/requirements pertaining to my reservation. I do hereby agree to abide by all federal, state, local and Park District laws, ordinances, rules and regulations and agree to meet all requirement for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Plainfield Park District Property. I understand that lack of meeting all requirements may result in denial or cancellation of the proposed event. In the event that information provided on this form changes or your event is cancelled, please inform Plainfield Park District in writing at least 10 (ten) days prior to the event to reschedule.

\_\_\_\_\_  
**Print Applicant Name**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**Rental Fees Due**

	<b>Amount</b>	<b>Notes</b>
<b>Facility Fee</b>	\$	
<b>Security Deposit</b>	\$100	
<b>TOTAL Fees Due:</b>	\$	

**Payment Made By:**

**CASH**

**CHECK**

**CREDIT CARD**

## **FACILITY RENTAL FAQs**

### **When can I reserve a room?**

Aquatic Rental Requests can be made starting February 25<sup>th</sup>.

### **How early can I come in to start setting up?**

Renters are able to come in 15 minutes before the rental time to start setting up. The rental ends at the designated time stated on the receipt.

### **How do I reserve a facility?**

Aquatic Rental requests can be dropped off at the Prairie Activity & Recreation Center (24550 W Renwick Rd., Plainfield) or Ottawa Street Pool (23820 W Ottawa St, Plainfield, IL 60544). Requests may also be emailed to [osp@plfdparks.org](mailto:osp@plfdparks.org). Requests must be made at least 2 weeks in advance. The Park District shall have at least three business days after receiving request to review the application.

### **When will I get my deposit returned?**

Deposits will be processed the week following the event unless damages have been incurred during the rental time. Renters will be notified of the nature and amount of the damages. Deposits paid will be returned by check, unless it was paid with a credit/debit card and should be received 3-4 weeks after the event.

### **What is the cancellations policy?**

Cancellations requested 10 (ten) or more days prior to the event will receive a refund of fees paid less a \$25 cancellation fee. Cancellations requested less than 10 (ten) days prior to the event will receive a refund of fees paid less the deposit up to a maximum of \$100. In the event the Plainfield Park District cancels your reservation, you may reserve another date/time, if available or receive a full refund.

### **Are we able to bring in food or drinks?**

Any food or drinks brought in must stay in one of the two picnic areas. No glass bottles or alcohol are allowed at the facility.

### **How do I make changes to my reservation?**

Changes to the reservation must be submitted in writing to the Plainfield Park District at [osp@plfdparks.org](mailto:osp@plfdparks.org) by the person who signed the contract at least 10 (ten) days prior to the event. Additional fee(s) may apply.