



RENTAL APPLICATION CONTRACT OAK VIEW CENTER & MUSEUM

4625 WEST 110TH STREET OAK LAWN, ILLINOIS 60453
P: (708) 857-2200 | F: (708) 857-7614 | WWW.OLPARKS.COM

DATE & TIME STAMP

RENTER _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
HOME PHONE (____) _____ CELL PHONE (____) _____ EMAIL _____
COMPANY/PARTY NAME (FOR DISPLAY BOARD TO DIRECT PEOPLE) _____

Date of Rental ____/____/____ Day ☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat Date of Rental ____:____ AM/PM

Type of Room Needed ☐ Single ☐ Double ☐ Double Deluxe ☐ Triple End Time ____:____ AM/PM
NO RENTALS AFTER 6 PM

Total Hours _____ Total Hours _____

Number of Guests/Participants _____

Purpose of Rental ☐ Meeting/Workshop ☐ Birthday Party ☐ Other _____

Room Preference: ☐ Conference ☐ Rm 9 ☐ Rm 12 ☐ Rm 13 ☐ Rm 14 ☐ Other _____

Room Set-Up ☐ Party ☐ Classroom ☐ Horseshoe ☐ Other _____

APPROVAL NEEDED

TOTAL RENTAL FEES \$ _____ DUE ON/BEFORE ____/____/____

PLEASE INITIAL AFTER EACH TO CONFIRM YOU HAVE READ AND UNDERSTOOD

- _____ Payment in full is due no later than 4 days prior to the rental.
- _____ Renter must be present at all times during the rental and is responsible for any damages to the property arising out of the rental.
- _____ Room(s) will be available 30 minutes prior to the start time and 30 minutes after to return the room to an orderly state. (If you need more time to decorate and/or clean up, please adjust your time. It is important to turn the room over on time to allow for the next rental to start on time. If your rental should delay the next rental, additional fees may accrue.)
- _____ No alcohol or smoking is permitted in the building or in the parking lots.
- _____ No glitter or confetti is permitted in any of the rooms. If room(s) is left with an inappropriate mess, additional fees may accrue.
- _____ No DJ's are permitted.
- _____ You are responsible for the behavior, well-being and safety of all of your guests. We ask that your event/party remains in the assigned room(s) and not carry into the hallways to prevent any interruptions to our programs/rentals in the building.
- _____ OLPD does not assume any liability for lost or stolen items on the premises.

Your signature below indicates you have read and understand all of Oak Lawn Park District policies as outlined above and on the back of this application/contract.

SIGNATURE _____ DATE _____

* OFFICE USE ONLY *

Security Deposit \$200 _____ Payment Form _____
STAFF CASH/CC/CHECK

☐ Entered _____

☐ Payment in full received on ____/____/____
DATE STAFF

☐ Deposit Refunded ____/____/____ Payment Form _____
DATE CHECK/CC/HH ACCOUNT

These terms and conditions are to protect the rights of any and all patrons/groups who are involved with a rental at the Oak Lawn Park District, Oak View Center at the time of said rental. If any of the conditions listed below and on the front page are violated, additional penalties may be implemented resulting in partial or total loss of rental deposit. Violation of terms may result in cancellation of the event in progress.

1. The lessee shall not enter, occupy or use the rented room(s) until the time(s) and date(s) specified.
2. The lessee shall vacate the room(s) at the time(s) indicated or be charged a prorated amount (one-half hour minimal charge).
3. Lessee will be responsible for and will pay for any damages to the Oak Lawn Park District property arising out of the use of said room(s) pursuant to this contract .
4. Guest/participants must stay in the room(s) rented. They may be allowed in the hallway and/or washrooms as long as accompanied by an adult. They may use the park ground (outside - park) as long as there is adult supervision.
5. There must be a reasonable level of noise as a result of the event regardless of the type of function. It is within the sole discretion of the Oak Lawn Park District employees to determine if music/ noise level is exceeding a reasonable volume level. If the level is unreasonable and is not controlled (lowered), the Oak Lawn Park District reserves the right to immediately cancel the event/rental.
6. The Oak Lawn Park District does not assume any liability for property lost or stolen at the Oak Lawn Park District premises, or for the personal injuries sustained on the premises during lessee(s) use of the premises and lessee hereby agrees to hold the Oak Lawn Park District harmless from all claims, suits or judgments or damages arising out of any such property loss or personal injury. In addition, it is fully understood and agreed by the parties that the lessee(s) guarantees to indemnify and hold harmless the Oak Lawn Park District, its officers, employees, volunteers, and agents against any and all claims, damages, losses and suits of any matter which arise out of the covered function(s) or damages, judgements or decrees which might be awarded against the same in the event that suit should be brought as the result of the covered function(s).
7. An adult must secure rentals. No rentals shall be approved for meeting or parties for minors unless chaperoned by an adult (21 years or older) with at least one adult per 12 minors.
8. Certificate of Insurance may be required in the amount established by the Park District in order to cover loss, damage, expense, or litigation sustained because of the lessee's activity.
9. Lessee is not permitted to charge admission fees with the purpose of private monetary gain during their rental. The rental will be cancelled without a refund.
10. All groups/individuals using the facility will be responsible for the building being a clean and orderly state after their scheduled use. Any decorations used by the lessee must be such that they will in no way deface the room/facility and all decorations must be removed after function. Room(s) must be left the way it was found.
11. Room rentals may be obtained on a one time/daily/weekly/monthly/yearly basis however park programs take precedence over outside rentals.
12. The facility closes at 9:00PM unless otherwise noted.
13. The lessee agrees to abide by the rules, regulations and restrictions governing the use of Park District property as enumerated in the Oak Lawn Park District code. All functions must be conducted in accordance with these rules and regulations.
14. The Oak Lawn Park District requires a security deposit to cover loss, damages, expenses, or litigation sustained because of the lessee's event. Security deposits will be refunded after the rental. If payment was cash or check, a refund check issued by the Oak Lawn Park District will be mailed back to the lessee minus any additional fees that were acquired. If payment was a credit card, charges will be applied back to the credit card minus any additional fees that were acquired. Deposits are not applied towards rental costs.
15. Rentals cancelled within 15-days (or more) notice prior to rent will be given 100% refund of their deposit. Rentals cancelled between 8- 14 days prior to rental date will be given 50% refund of their deposit. Deposit on rentals cancelled 7 days or less are non-refundable.
16. If any rental is cancelled due to violations of terms, the security deposit is automatically forfeited. Lessee agrees to cooperate fully upon termination. Failure to do so may result in ejection by the Oak Lawn Park District Police Department.
17. Lessee agrees to indemnify and hold harmless the Oak Lawn Park District and its agents and employees from any claims made against the district for injuries suffered by any person as a result of violation of these terms or negligence of any attendee at the rental. The indemnification expressly includes attorney's fees and costs.