

Village of Mahomet Parks and Recreation

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FACILITY EVENT SPACE RENTAL AGREEMENT

Updated: 12/17/2024

PURPOSE:

The primary consideration of this agreement is to maximize facility usage and best serve the community while maintaining the quality of the parks and facilities. The Recreation Department will make every effort to accommodate each request.

This agreement describes specific rules and regulations governing the use of facility event spaces owned or maintained by the Village of Mahomet.

It is possible that a group or individual may not receive all the time it requests due to other groups requesting the same times and spaces. It may be necessary for non-Recreation Department groups to adjust scheduling based on facility availability.

All information requested on the application form must be filled out completely.

TO RESERVE A FACILITY EVENT SPACE:

1. Read and understand the Facility Event Space Rental Agreement, Rules and Policies.
2. Complete and submit proper request form, payment and separate damage deposit.
3. MPRD will review request & issue permits/invoice for approved uses.
4. Approximately 5 days prior to approved reservation, MPRD will email facility access codes and opening/closing instructions for the facility.
5. Rental and damage deposit fees are due before a firm agreement or permit is issued

FACILITY EVENT SPACE RENTAL AGREEMENT

1. The Facility Usage Request Form and Rental Agreement shall be completed and submitted along with all fees, including a damage deposit, at the time of reservation application. **Make all checks payable to the MPRD.** Please submit a separate check or cash in the amount of \$100 for the damage deposit. NOTE: Writing 1 check to cover rental fees and damage deposit is not acceptable and may delay processing and acceptance of reservation.
2. The Village of Mahomet reserves the right:
 - a.) To approve or deny any reservation application for Facility Event Space rental;
 - b.) To cancel the reservation application due to an "emergency" Village function; and
 - c.) To revoke any reservation application previously approved, at any time it is determined that the request contained any misrepresentation or false statement(s), or that any condition set forth in the policies governing the request is not being complied with, or that the safety of the participant in the activities of the applicant or their patrons or visitors to the facility is endangered by the continuation of such activity.
3. The Village of Mahomet will not be liable for any facility claims for injury or damages resulting from or arising out of the use of the facility or premise adjacent thereto. The renter agrees to indemnify the Village of Mahomet and hold it harmless against all such claims, damages, losses and expenses. If requested by the Village of Mahomet, the renter shall carry insurance against such claims and furnish a certificate of insurance evidencing the same.
4. Resident renters shall reserve the facility no more than six (6) months in advance; non-resident renters shall reserve the facility no more than four (4) months in advance. Exceptions may be made for special circumstances with the approval of the Director, but no more than 1-year in advance (i.e. family reunions, wedding anniversaries, wedding receptions).
5. All rentals must be a **minimum of two hours** in length (including setup and teardown).
6. Renter must be at least 21 years of age and responsible to see that all activities are properly controlled and supervised. Adequate adult chaperons must be provided if group members are less than eighteen years of age. One chaperone for every ten participants under 18 years of age must be provided.
7. Notice of cancellation must be given to the Village of Mahomet at least seven (7) days prior to the scheduled date of reservation. Failure to comply will result in forfeiture of any payments made. No refunds for cancellations within 7 days of rental date.
8. No refunds will be issued due to inclement weather or problems with the electricity at the pavilions, electricity is not guaranteed.
9. If the Barber Kitchen or Multipurpose Room or Gym is rented, an access code will be issued via email to renter prior to reservation date.
10. Renter is required to maintain his/her copy of the Facility Reservation Receipt for the duration of their reservation.
11. The Village of Mahomet will provide no equipment other than the tables/chairs. Renters are responsible for their own set-up. Tables are not to be moved off the premises and renters are responsible for returning them back to their original locations.
12. No admission fees may be charged, or concessions sold on premise (unless stated in the agreement approved by the Village of Mahomet Parks & Recreation Director). Such action will result in immediate ejection from the premises and subject to loss of further bookings.
13. Renter may not use the facility as a mailing address.
14. There are no provisions for the renter to store items in the facility. EXCEPTION: Mahomet Lions Club at Barber Pavilion.
15. Pets are prohibited. (exception: approved service animal).
16. The following activities/items are prohibited unless preliminarily approved by written consent from Director: Canopy tents, Bounce house / inflatables / bubble soccer, DJ or live music, Glitter, piñatas, confetti, food trucks, charcoal or propane grills, open flame 'sky' lanterns, fireworks, drones, model rockets/airplanes.
17. Baseball, softball or hardball activity of any kind is prohibited in the facility. No hardballs of any kind are allowed.
18. Food and non-alcoholic beverages only are allowed on premises. No alcohol is permitted.
19. Renter is responsible for leaving the facility in the same condition it was found. Renter is required to place trash in the containers provided. The Village will determine the cleanliness of the facility at the completion of the rental. Failure to comply will result in loss of deposit. The deposit will be utilized for such damages (this includes the facility left dirty, damage to any equipment or to facility itself). If damages exceed the amount of the deposit, the renter will be billed accordingly.
20. Use of parks & facilities is allowed at times when it has not been scheduled for official Village business or Mahomet Recreation activities. Reservations and usage are scheduled on a first come, first serve basis regardless of resident/non-resident, profit/non-profit status.
21. There is a minimum rental of 2 hours for all MPRD facilities (includes set up/tear down).

EVENT SPACE POLICIES

1. All persons or organizations using a facility must abide by all municipal & state regulations. Any rule violation may result in removal from the facility.
2. Scotch tape, duct tape, thumbtacks, or any other strong adhesive is not allowed on any surface in the facilities.
3. All materials must be cleaned up/removed completely when event ends. Any damage to the space or need for excess cleaning caused by the client will be billed directly to the individual or organization.
4. The use of candles, open flames and smoke/fog machines are not permitted.
5. No decorations, banners, or other materials are permitted to be hung from the ceiling in event spaces.
6. No rice, confetti, glitter or tinsel may be used in or around the facility. Use of these will result in an automatic cleaning fee & loss of damage deposit.
7. Client is not permitted to alter the space in any way – i.e. removing or relocating plants, art, or installations that are fixtures in the space.
8. Baseball, softball or hardball activity of any kind is prohibited in the facility. No hardballs of any kind are allowed.
9. No spikes/cleats allowed in the facility.
10. The following activities/items are prohibited unless preliminarily approved by written consent from Director: Canopy tents, Bounce house / inflatables / bubble soccer, DJ or live music, Glitter, piñatas, confetti, food trucks, charcoal or propane grills, open flame 'sky' lanterns, fireworks, drones, model rockets/airplanes.
11. Event spaces must be left in the same condition as they were found – if the room arrangement is altered in any way, the client must return the room to the original configuration at the conclusion of their event.
12. Smoking, e-cigarettes, vape pens, alcohol and illegal drugs are not allowed in the facilities.
13. Furniture should not be moved to positions that are considered a safety hazard (i.e. blocking a fire exit).
14. Groups should not drag furniture across the floor.
15. Tables, chairs & counters must be wiped clean, general cleanup of community restrooms and all trash disposed of in provided receptacles.
16. If additional equipment is being rented from an outside rental company for your event, it is the responsibility of the permit holder to make arrangements to meet the rental company at the facility to accept the deliveries. Facility staff cannot sign for outside rental items and cannot be responsible for them while they are on the premises. Arrangements must also be made by the renting party to have all decorations and rental equipment picked up and removed from the facility during the reservation time. The Village of Mahomet is not responsible for any damage or theft of any items left by the renting party or hired services. Storage is not available before or after your event.
17. For your safety, the rental party shall not exceed room capacity limits of 100 people.
18. Groups limited to Gym & Classroom use only. Access to restrooms available. No unsupervised children in Sangamon on Main.
19. There is a minimum rental of 2 hours for all MPRD facilities (includes set up/tear down).

SPLASH PAD POLICIES

1. All persons or organizations using a facility must abide by all municipal & state regulations. Any rule violation may result in removal from the facility.
2. Splash Pad rental hours for private groups are Friday – Sunday 9:00-11:00am, based on availability.
3. For groups of 15 people or more a permit is required, including schools, churches, non-profits, and day care providers.
4. Splash pad rentals will not be permitted during public hours.
5. MPRD is not responsible for lost or stolen items.
6. Adult supervision is required for children under 16 years of age.
7. All persons using the Splash Pad do so at their own risk. No lifeguard on duty.
8. In case of emergency, call 911. The address is 703 S. McDougal Rd.
9. Toys (goggles, buckets, water balloons, beach balls, etc.) are prohibited.
10. No pets or animals.
11. No alcohol, tobacco products, food, drink or glass containers.
12. No bicycles, scooters, or skateboards.
13. No selling or soliciting.
14. No climbing on splash pad equipment.
15. The Splash Pad should be vacated at the first sign of thunder or lightning.
16. Proper swim attire is required. Swim pants or swim diapers are required for anyone in diapers.
17. Persons with open lesions, wounds or diarrhea are prohibited from entering.
18. MPRD reserves the right to close the splash pad at any time for maintenance or weather.
19. The Splash Pad is zoned for age-appropriate play. Please be considerate of others.
20. Do not carry dirt, rocks, mulch or sand onto the Splash Pad.
21. Do not drink the water.
22. No soap, bubbles, detergent or shampoo allowed.
23. For your safety, rental parties shall not exceed a maximum capacity of 50 people.
24. Adjacent Park amenities (playground/fields/restrooms) remain open to the public.

CONDITIONS OF RENTAL AGREEMENT

1. The Village may require a cash deposit or an indemnifying bond, with acceptable sureties in the amount determined by the Village to cover any loss, damage, expense, or litigation sustained because of the Renter's activity. Generally, this requirement would be in effect for activities with intense use.
2. The Village may revoke any usage permit previously granted, at any time, if it is determined that the application for permit contained any misrepresentation or false statement, or that any condition set forth in the policies governing the permit requested is not being complied with, or that the safety of the participants in the activities of the applicant or other patron of or visitors to the facility is endangered by the continuation of such activity.
3. The Village will not be liable for any claims for injury or damages resulting from or arising out of the use of the facility or premises adjacent thereto and the renter agrees to indemnify the Village and hold it harmless against any and all such claims, damages, losses and expenses. If requested by the Village the renter shall carry insurance against such claims and furnish the Village with a certificate of insurance evidencing same.
4. The Village reserves the right to schedule MPRD activities during the agreement dates with timely notice given to permit holder.
5. Lessee agrees to be responsible for all damage to the Facility during the rental term and agrees to pay for all damage in excess of Damage Deposit caused by Lessee, Lessee's family, guests, servants, invitees, or others permitted by Lessee to be on the Facility.
6. Neither drugs nor alcoholic beverages are allowed at the event space, associated parking lots, or within Village Park property.
7. Smoking, e-cigarettes, vape pens, alcohol and illegal drugs are not allowed in the facilities.
8. Firearms are prohibited at any Village of Mahomet Park/Recreation facility.
9. The following activities/items are prohibited unless preliminarily approved by written consent from Director: Canopy tents, Bounce house / inflatables / bubble soccer, DJ or live music, Glitter, piñatas, confetti, food trucks, charcoal or propane grills, open flame 'sky' lanterns, fireworks, drones, model rockets/airplanes.
10. The facility will be accessible with an access code that will be made available for the duration of their reservation. Reservation groups must vacate the event space at the time designated on the reservation form.
11. Groups are responsible for ensuring that all activities are properly controlled and supervised. Adequate adult chaperones must be provided if group members are less than 18 years of age.
12. Due to space limitations, there are no provisions to store items at the event space.
13. Permit holders agree to properly dispose of all trash that is a result of their activities.
14. Rental hours are park hours (sunrise to sunset) at Village Parks. Multipurpose & Gym room rental hours are 6:00am – 10:00pm. Splash Pad rental hours for private groups are Friday – Sunday 9:00-11:00am

FACILITY EVENT SPACE RENTAL AGREEMENT

Please Check Appropriate Boxes <input type="checkbox"/> Barber Lions Club Pavilion & Fisher Bank Amphitheater <i>(min 2 hours)</i> (all other park amenities remain open to the public) <input type="checkbox"/> Barber Kitchen, Lions Club Pavilion & Fisher Bank Amphitheater <i>(minimum 2 hours)</i> <input type="checkbox"/> Multipurpose Room <i>(minimum 2 hours)</i> <input type="checkbox"/> Sangamon on Main Gym <i>(minimum 2 hours)</i> <input type="checkbox"/> Splash Pad <i>(includes Barber Pavilion)</i> (Friday, Saturday and Sunday only, 9-11AM) <input type="checkbox"/> Russell Park <i>(max 4 hours)</i>	Resident Discount <input type="checkbox"/> \$60/hour (min 2 hours) <input type="checkbox"/> \$400/day Call for details, limited availability <input type="checkbox"/> \$55/hour <input type="checkbox"/> \$350/day <input type="checkbox"/> \$70/hour <input type="checkbox"/> \$450/day <input type="checkbox"/> \$250 (2 hours) <input type="checkbox"/> \$40/hour	Fee/For Profit <input type="checkbox"/> \$120/hour (min 2 hours) <input type="checkbox"/> \$800/day <input type="checkbox"/> \$110/hour <input type="checkbox"/> \$700/day <input type="checkbox"/> \$140/hour <input type="checkbox"/> \$900/day <input type="checkbox"/> \$500 (2 hours) <input type="checkbox"/> \$80/hour
Outdoor Reservations available from April 1 - November 1. Splash Pad Reservations available June 1 – September 1. For 501C3/Non-Profit rates, please contact MPRD @ 217-586-6025.		
Name:		
Organization:		
Address		
City/State/Zip:		
Phone:		
Email Address:		
Reservation Date: <i>(including setup & teardown)</i>	Start Time:	End Time:
Description of facility usage & anticipated # of attendees:		

\$ _____
Rental Fee

\$ 100 _____
Damage Deposit

Renter's Signature

Date

The undersigned agreed to use the Village of Mahomet Facility with care. Any damage or loss during the specified rental time and attributed to the above group is the financial responsibility of the undersigned. Damage deposits are returned based on post-rental inspection by MPRD. Payment must be received at the time of rental request. No refunds for cancellations within seven (7) days of rental date. The undersigned and the above-named individual / organization agree to accept and comply with all of the terms, conditions, and requirements set forth on this rental agreement form.

STAFF USE ONLY				
Date:	Permit & Code Issued	Check Payment #	Check Damage Deposit #	MPRD Approval: