



MPD Rental Application

PLEASE SELECT YOUR LOCATION:

MAYWOOD PARK DISTRICT
921 S. 9TH AVE
MAYWOOD, IL 60153

MAYWOOD MASONIC BUILDING
200 S. 5TH AVE.
MAYWOOD, IL. 60153

MAYWOOD PARK DISTRICT
Lightford Recreation Center
809 W. MADISON AVE
MAYWOOD, IL 60153

FACILITY RENTAL INFORMATION

Reservations for the use of the Maywood Park District (“MPD”) facilities can be made at the Maywood Park District’s Administration Building (921 S. 9TH Ave, Maywood IL, 60153). You may also email applications to director.hall@maywoodparkdistrict.org or fax to 708-344-1553. Reservations must be made **at least 21** business days in advance of the requested event date. Events may be held Monday-Sunday anytime from 9:00 a.m. until 12 a.m. except for Maywood Park District observed holidays (MPD holidays are listed on Page 2 in this application). **The hours specified on your application must include set-up and tear-down times associated with your event.**

NONPROFIT USE

Nonprofit groups and organizations may qualify for a 25% discount on the hourly rental fee (Upon approval of Application). To qualify for the 25% discount, the nonprofit group or organization must attach the following items to their application at the time of submission:

- **IRS 501(c) 3** letter reflecting the Not-for-Profit status. An example is attached as **APPENDIX B**.
- A letter on the organization’s letterhead, describing and defining the group or organization and its purpose.

*All fees are indicated on page 5 of the application

*Cleaning deposits are not eligible for the nonprofit rate.

APPLICATION SUBMISSION

Applications must be completed in their entirety and submitted to the MPD for review and approval in person, via email or fax. Applications received are considered pending as facilities are reserved on a first come, first served basis. Applicant must specify on their application the total time, including the **set up & take down time**.

→ Applications will be approved upon receiving: **1) Full Payment, 2) Insurance, 3) Floor Plan**

1) PAYMENT

All Deposits must be paid via cashier’s check or money order.

Fees may be paid via cash, credit card (Visa or MasterCard), cashier’s check, money order or personal checks made payable to **“Maywood Park District”**.

Payments to the MPD may take place using the following methods:

- Over the phone via credit card if your credit card information is complete on the attached application (708-344-4740)
- In person at the Maywood Park District located 921 S. 9th Ave, Maywood, IL 60153.
- On-line after generated application has been completed.

Please Note: Reservation must be a **minimum of 4 hours**. A \$250 rental fee is required with all Maywood Park District Rental Applications. If no reservation fee is received, your requested date will be released for other customers. Any remaining balances are due 30 days before the event date. All changes to the event must be made at least **21 days** before the event. If all rules are followed, everything is clean upon departure, and



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your entire party exits on time (your stated end time is your exit time) you will receive a \$100 refund of your reservation fee within 30 days after your rental date.

In addition, the reservation fee must be paid upfront to secure your reservation. If no reservation fee is received, your requested date will be released for other customers. Any remaining balances are due 30 days before the event date. All changes to the event must be made at least **21 days** before the event.

2) INSURANCE

MPD requires that all individuals, groups, and organizations submit a Certificate of Insurance with endorsement verifying comprehensive General Liability, effective as of the first date of rental, insuring the MPD in limits not less than **\$1,000,000.00** combined single limit. Such certificate of insurance must specifically name the **MPD at, 921 S. 9th Ave., Maywood, IL 60153 as an "Additional Insured."** **The certificate of insurance with endorsement must be submitted at least 21 days prior to a scheduled event.** An example of an acceptable Certificate of Insurance with endorsement is included as **APPENDIX A.**

3) FLOOR PLAN

A detailed floor plan must be completed and submitted for all events at least 21 days prior to the scheduled event date. An additional \$25 fee will be added to any event with more than one floor plan.

HOLIDAY RENTAL POLICY

All facilities are closed on the following holidays:

- December 31 / January 1st (New Year's Eve/Day)
- Martin Luther King, Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- December 24/25 (Christmas Eve/Day)

REFUND & CANCELLATION POLICY

All cancellation requests must be made in writing by the Applicant. Application Fees are non-refundable and non-transferrable. The Refund Policy applies to the Rental Fees only. Refunds are prorated according to the matrix below based on the timeframe from date of application and total fees. Refunds do not apply to Application Fee or Additional Fees such as, but not limited to Special Use Items, Hire-Back, Vendor Fees, etc.

The MPD reserves the right to cancel the event at any FACILITY/ROOM at its sole discretion upon giving 24 hours' notice to Applicant. Such notice shall be in writing to the Applicant identified as the contact person. All cancellation requests by Applicants must be made in writing.

Refunds will be issued according to the following guidelines:

Timeframe	Cancellation Fee
More than 3 months (91+ days)	25% of total rental fee
1-3months (31-90 days)	50% of total rental fee
Less than 1 month (0-30 days)	100% of total rental fee

INCLEMENT WEATHER POLICY

MPD reserves the right to cancel an event due to poor weather and/or turf conditions prior to or on the day of any event that may result in excessive damage to MPD property. Rain dates or refunds will not be issued.

Maywood Park District 921 S. 9th Ave. Maywood, IL. 60153 708-344-4740 office / 708-344-1553 fax
Director.hall@maywoodparkdistrict.org



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INTERNAL USE ONLY

Permit #:
Received:

All applicants must be 21 years of age and must have a valid U.S. Driver's License or State Identification to apply.

PLEASE TYPE OR PRINT CLEARLY. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

Section 1 – Applicant Information

First Name:		Last Name:	
Driver's License or State I.D.#:		Date of Birth:	
Email Address:			
Street Address:		Apartment/Unit #:	
City:	State:	Zip Code:	
Primary Phone:		Secondary Phone:	
Name of Organization:		Applicant's Relationship with Organization:	
Are you requesting a Not-for-Profit discount for your organization? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Section 2 – Event Information:

Name of Event (Ex. – <i>Smith and Johnson Wedding</i>):			
Event Day On-Site Contact (If different from applicant):		Cell Phone:	
Total Attendance:			
Facility/Venue:		Specific Room (See page 5 for location list):	
Are you requesting the use of the Gazebo space attached to the facility listed above? (Note: An additional \$125 fee will be applied): <input type="checkbox"/> Yes <input type="checkbox"/> No			
Date of Event – 1 st Choice:		Time of Use From:	To
Date of Event – 2 nd Choice:		Time of Use From:	To
1. Are additional dates needed for set-up/tear down? (Additional cost will apply) <input type="checkbox"/> Yes (See below) <input type="checkbox"/> No			
<input type="checkbox"/> Set-Up Date:	Time of Use: From	To	
<input type="checkbox"/> Tear-Down Date:	Time of Use: From	To	

Section 3 – Event Features:

2. ALCOHOL SERVICE: Are you requesting permission to serve alcohol (Note: Alcohol service must end 30 minutes before the event end time)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
3. FOOD SERVICE: Are you serving food at your event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Are you using a Caterer? <input type="checkbox"/> Yes (See below) <input type="checkbox"/> No	
Name of Caterer:			



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4. **ENTERTAINMENT:** Are you requesting to have amplified sound inside the pavilion/room? Yes (*See below*) No

Hours of amplified sound (*Note: Amplified sound must end 30 minutes before event end time*): From _____ To _____

Are you planning to provide live entertainment as a feature of your event? Yes (*See below*) No

Description:

CORPORATE SPONSORSHIP: Will your event include sponsors that will make either in-kind or monetary contributions to the event? Yes (*See below*) No

Description:

SIGNAGE: Are you planning to have signage at your event? (*Note: Signage plans must be submitted to MPD for approval*): Yes No

5. **ADVERTISEMENT:** Will your event be publicly advertised? Yes (*Provide web address below and/or attach samples of advertising material*) No

Web address: _____

Provide a detailed description of your event. Document(s) with this information or other materials describing this event may be attached.

6. **SPECIAL USE:** Will your event include any special use items? Yes (*See below*) No

Section 4 – Special Use Items ONLY

(\$25 Special Use Fee and \$10 per item fees apply to all specials use items placed in the grove space)

Special Use items include, but are not limited to, the items listed below.

PLEASE NOTE:

The items below may be operated between the hours of 9 a.m. and 5 p.m. only or at least (2) hours before sunset. Documentation listed below must be submitted no less than 21 days before event date.

- Certificate of Liability Insurance and Endorsement submitted must cover all items requested. (see pages 9 - 10 for examples)
- If items are rented, a rental contract or receipt *from each* vendor must be submitted.

Special Use Item	Qty.	Details
Amplified Equipment (<i>If placed in grove space</i>)		<input type="checkbox"/> DJ <input type="checkbox"/> Stereo/iPod/MP3 <input type="checkbox"/> Live Band <input type="checkbox"/> Other (specify):
Canopy Tent (larger than 10x10)		Size?
On-site Catering/Grilling		Size?
Generator(s)		Used for:
Inflatable(s)		List:
Snack Machine (popcorn, cotton candy, etc.)		List:
Stage/Platform		Size?
Other		List:
Total Items		X \$10



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MPD FEES SCALE

Please Note: Reservation must be a **minimum of 4 hours**. A \$250 rental fee is required with all Maywood Park District Rental Applications. If no reservation fee is received, your requested date will be released for other customers. Any remaining balances are due 30 days before the event date. All changes to the event must be made at least **21 days** before the event. If all rules are followed, everything is clean upon departure, and your entire party exits on time (your stated end time is your exit time) you will receive a \$100 refund of your reservation fee within 30 days after your rental date.

MAYWOOD PARK DISTRICT - 921 S. 9TH AVE.			
PAVILION/ROOM	CAPACITY (varies contingent on setup)	RESIDENT	NON-RESIDENT
Full Gym Rental	(Includes: tables, chairs, and access to kitchen) ** No stove use available.		
Monday-Sunday	175	\$125/Hr. <input type="checkbox"/>	\$145/Hr. <input type="checkbox"/>
½ Gym Rental	(Includes: tables and chairs only)		
Monday- Sunday	100	\$85/Hr. <input type="checkbox"/>	\$105/Hr. <input type="checkbox"/>
Meeting Room Rental	(Includes: tables and chairs only)		
Monday-Sunday	25	\$65/Hr. <input type="checkbox"/>	\$85/Hr. <input type="checkbox"/>
Repat/Memorial Package	Up to 175	\$550 Flat Rate <input type="checkbox"/>	\$550 Flat Rate <input type="checkbox"/>

LIGHTFORD RECREATION CENTER - 809 W. MADISON			
PAVILION/ROOM	CAPACITY (varies contingent on setup)	RESIDENT	NON-RESIDENT
Multipurpose Room 1 st Fl. (LRC – 1M)	65	\$100Hr.	\$125/Hr.
Multipurpose Room 2 nd Fl (LRC – 2 201)	25	\$50 Hr.	\$65 Hr.
Multipurpose Room 2 nd Fl (LRC – 2 207)	12	\$30 Hr.	\$45 Hr.
Multipurpose Room 3 rd Fl (LRC – 3M)	100	\$175/Hr.	\$200/Hr.
Multipurpose Room 3 rd Fl (LRC – 3 301)	25	\$50 Hr.	\$65 Hr.
Multipurpose Room 2 nd Fl (LRC – 3 302)	20	\$30/Hr.	\$45/Hr.

MAYWOOD MASONIC BUILDING - 200 S. 5TH AVE.			
PAVILION/ROOM	CAPACITY (varies contingent on setup)	RESIDENT	NON-RESIDENT
Multipurpose Room 1 st Fl. (MMB – 1M)	100	\$125/her	\$150/Hr.
Multipurpose Room 2 nd Fl (MMB – 2 -201)	40	\$60 Hr.	\$75 Hr.
Repat / Memorial Package	Up to 100	\$550 Flat Rate	\$550 Flat Rate

Special Event Rental			
Package Details: Appointments are necessary to discuss full package in detail.	Please circle event type:	Silver Package	Gold Package
	Wedding/Vowel Renewal	6 Hour Rental	10 Hour Rental
*Call in to make an appointment for a Quinceanera Package.	Birthday	Security Deposit	Security Deposit
	Anniversary	Bar Tender	Bar Tender
	Bridal Shower	Linen Package	Linen Package
	Baby Shower	1 Attendant	2 Attendants
	Other:	Additional requests \$\$	Additional requests \$\$
Total of Package		\$4000.00 +	\$7500.00 +



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ADDITIONAL FEES	
Security Deposit - \$250	Special Use Application Fee - \$25 +
Floor Plan Change - \$25	Special Use Items - \$10 + per item
\$250.00 Non-refundable fee for all events serving Alcohol	
** Liability Insurance with Maywood Park District listed as Additional Insured is required. **	

Security Deposit (Non-refundable)		Name: _____	
Method of Payment: ___ Cash ___ Visa ___ MC ___ DC Amount Paid \$_____		Attention:	
Card Number: _____ - _____ - _____		Exp. Date ____ / ____ CVV ____	
Address: _____		City: _____	State: _____ Zip Code: _____
Waiver and Signature			
<p>By signing this Maywood Park District Rental Application, I acknowledge that I have read and agree to abide by all MPD rules, regulations, and ordinances, including the cancellation policy. I also agree that I am solely responsible for the actions and conduct of my guests, invitees, participants, spectators, contractors and for assuring compliance with all permit rules, regulations and ordinances pertaining to my permit. I understand and agree that my security deposit shall be forfeited for any violation of this agreement.</p> <p>I hereby assume all responsibility for and agree to defend, indemnify, save and hold harmless, the MPD, its officers, employees, volunteers, contractors and agents against any losses, claims, damages, liabilities, actions, suits, proceedings, costs or expenses that they may suffer, incur or sustain or for which it or they may become liable as a result of, arising out of or relating to any negligence or intentional misconduct by myself as Applicant, and any guests, invitees, participants, spectators, including any officers, employees, contractors, agents, or persons under a sponsoring organization's control in connection with this permit. My obligation to indemnify the MPD shall survive the expiration of this permit.</p> <p>I do solemnly swear that answers given, and statements made on this application are full and true to the best of my knowledge. I am 21 years of age or older and I have read the terms and conditions set forth in this document and agree to abide by them.</p>			
Signature of Applicant: _____		Date: _____	



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RULES AND REGULATIONS

MPD EVENT SUPERVISION

Before the event, tables and chairs will be set up according to the floor plan submitted.

A MPD event monitor will be present at the facility for your event. The event monitor's responsibility will consist of assisting with basic set-up changes, monitoring the event, inspecting the pavilion before, during and after the event, and securing the facility when the event has concluded.

APPLICANT'S RESPONSIBILITIES – Please Initial

SET-UP

- _____ All large/heavy decorations (Furniture) **MUST** be pre-approved prior to bring into the facility.
- _____ Facility furniture is not be moved by a non-personnel. (I.E. Pool table does not move)
- _____ Applicant has **15 minutes prior to and after the event** to drive a vehicle up to the FACILITY/ROOM to load and unload equipment. All vehicles must be parked in the designated parking lot. ***Any arrival to the venue before the scheduled time of the event (15mins grace period) will result in an additional charge.**
- _____ If the Applicant arrives more than fifteen (15) minutes prior to the start of the event, the Applicant will be responsible for paying an hourly fee.

CLEAN UP

- _____ **Remove all decorations and everything brought to the FACILITY/ROOM for the event.**
- Leave kitchen area clean; wipe off all counters and appliances, turn off all equipment, pick up all trash and place in the trash receptacles. Staff will empty the trash before, during and after events.

RULES FOR MAYWOOD PARK DISTRICT/ROOM

- _____ Applicant is only granted the right to occupy the Facility/Room. This does not include any adjacent MPD grounds unless a park permit for that area has also been issued.
- _____ Driving/parking anywhere outside of the designated roadways is strictly prohibited. MPD does not guarantee access to any parking spaces, as all parking is open to the public, even during permitted events.
- _____ No guns, knives, firecrackers, firearms, or weapons of any kind are allowed on any MPD property, including the Pavilion/Room.
- _____ Any special use of the rented facility must be submitted with the application. No special equipment may be brought in without prior written approval from the MPD. Examples include electrical equipment or lighting, musical instruments, platforms, barbecues, props, etc. Designated areas for grilling will be identified by MPD staff.
- _____ All amplified sound, including DJ's, iPods, etc. must be turned off **30 minutes prior** to the event end time.
- _____ **Prohibited items include, but are not limited to tacks, nails, staples, rice, birdseed, glitter, silly string, confetti, Mylar balloons, sidewalk chalk, putty, candles (inside and outside), propane tanks (inside the pavilion), and hot plates.**
- _____ Items that are allowed include, but are not limited to balloons, ribbons, battery-operated candles, or crepe paper. All decorations must be picked up and removed by the Applicant at the conclusion of the event.
- _____ Only freestanding decorations and double side scotch tape are permitted. Do not affix anything to ceiling, walls, doors, windows, or floor.
- _____ Any decorations hung on an MPD road sign or outside must be removed at the end of the event.
- _____ No MPD amenities (utilities, tables, etc.) may be transferred or moved from inside the facility to outside the facility.
- _____ Children must be always supervised.



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RULES AND REGULATIONS CONTINUED

- _____ Live animals are prohibited from entry to the facilities except for a service animal as any dog individually trained to aid a person with a disability.
- _____ There will be an additional set-up and/or tear down fee added to your permit for each day the Pavilion is used for decorating and/or storing of equipment outside of the event date.
- _____ FACILITY/ROOM USE POLICY (ALCOHOL & TOBACCO) Alcohol may be consumed on MPD property by visitors of legal drinking age; however, consumers must produce adequate ID for proof of age upon request.
- _____ The use of all tobacco products is prohibited within the FACILITY/ROOM or within fifteen (15) feet of the entrance to the facility. All facilities are considered non-smoking facilities.
- _____ Glass bottles are prohibited outside of the pavilions.

Contact information for Maywood Park District Rentals:

Administration Office
921 S. 9th Ave., Maywood, IL 60153
Phone: 708-344-4740
Fax: 708-344-1553
Email: Director.Hall@maywoodparkdistrict.org



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Addendum A

Certificate of Liability Insurance Sample

Please see sample certificate below. Certificates are due no less than two weeks prior to event date and must have the following noted:

1. Type of insurance must be "General Liability"
2. Amount of coverage per occurrence must be \$1,000,000
3. Maywood Park District must be listed specifically as "Additional Insured"
4. Address to be used on insurance should reflect our General Headquarters office in Maywood.
5. Endorsement must be attached to certificate.

ACORD CERTIFICATE OF LIABILITY INSURANCE (OP ID: 2)

DATE: 07/22/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PROXIES, AND THE CERTIFICATE HOLDER.

PRODUCER: ABC Insurance Agency, 456 Smith St., Riverforest, IL 60305
John Smith, 123 Main St., Chicago, IL 60606

COVERAGES: **CERTIFICATE NUMBER:** 1234567-89 **REVISION NUMBER:**

TYPE OF INSURANCE	DESCRIPTION	POLICY NUMBER	START DATE	EXPIRES	LIMITS
<input checked="" type="checkbox"/> GENERAL LIABILITY		1234567-89	07/01/11	07/01/12	EACH OCCURRENCE \$1,000,000
<input type="checkbox"/> COMMERCIAL GENERAL LIABILITY					AGGREGATED \$50,000
<input type="checkbox"/> CLEANUP					PER OCCURRENCE \$5,000
<input type="checkbox"/> UMBRELLA					PER OCCURRENCE \$1,000,000
<input type="checkbox"/> AUTOMOBILE LIABILITY					PER OCCURRENCE \$2,000,000
<input type="checkbox"/> PRODUCTS - COM. OP. AND SER.					PER OCCURRENCE \$2,000,000

DESCRIPTION OF OPERATIONS, LOCATIONS, VEHICLES, OTHER ASSETS, ETC. (Additional Remarks Section):
 The Forest Preserves of Cook County is named additional insured

CERTIFICATE HOLDER: Maywood Park District, 921 S. 9th Ave., Maywood, IL 60153

CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE: Jim Schubert

POLICY NUMBER: _____ COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:
 COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization: _____

Maywood Park District
 921 S. 9th Ave.
 Maywood, IL. 60153

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Addendum B

MPD Rental Application



501(c)3 Example

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 19 2001

SAMPLE ARTS ORGANIZATION
1234 SOUTH ARTS ROAD
OREM, UT 84057

Employer Identification Number:
55-1234567
DLN:
09876543210987
Contact Person:
JOHN SMITH ID# 12345
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Foundation Status Classification:
509(a) (1)
Advance Ruling Period Begins:
November 27, 2000
Advance Ruling Period Ends:
December 31, 2004
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

Letter 1045 (DO/CG)