



# 2023-24 Indoor Athletic Facility Rental Form

The Frankfort Square Park District will begin accepting Indoor facility rental request forms on **August 1st 2023**.

Rental requests received outside of the facilities hours of operation will be considered based on staff availability.

A fee of \$16 per hour will be applied for rental time outside our hours of operation and/or for rental time not specified in the agreement.

Date of Application: \_\_\_\_\_ Group/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Street Address: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

<p>Requested Space(s): <i>(Please circle)</i></p> <p><b><i>We recommend that you list/circle a secondary option in the event your first choice is not available!</i></b></p>	<p><b>Lincoln-Way North Main Gym</b></p> <p>\$35/hour per FSPD/L-Way 210 Resident Team \$55/hour per Non-Resident Team</p>	<p><b>Mary Drew Gym</b></p> <p>\$35/hour per FSPD/L-Way 210 Resident Team \$55/hour per Non-Resident Team</p>
	<p><b>Lincoln-Way North Field House (Full)</b></p> <p>\$70/hour per FSPD/L-Way 210 Resident Team \$110/hour per Non-Resident Team</p>	<p><b>L-Way North Field House (Half)</b></p> <p>\$35/hour per FSPD/L-Way 210 Resident Team \$55/hour per Non-Resident Team</p>
	<p><b>Lincoln-Way North Balcony #1</b></p> <p>\$35/hour per FSPD/L-Way 210 Resident Team \$55/hour per Non-Resident Team</p>	<p><b>Lincoln-Way North Balcony #2</b></p> <p>\$35/hour per FSPD/L-Way 210 Resident Team \$55/hour per Non-Resident Team</p>
	<p><b>Lincoln-Way North Wrestling Room</b></p> <p>\$35/hour per FSPD/L-Way 210 Resident Team \$55/hour per Non-Resident Team</p>	<p><b>Lincoln-Way North Dance Studio</b></p> <p>\$35/hour per FSPD/L-Way 210 Resident Team \$55/hour per Non-Resident Team</p>
	<p><b>Priority will be based on residency, with minimum for resident consideration at 50%.</b></p>	

The Park District has chosen to prioritize available space for Park District programming and events. We will not confirm availability or finalize rentals, particularly for gymnasiums and regularly programmed sites, until all Frankfort Square Park District schedules are finalized.

Please note that the Lincoln-Way North facility, although available, was built for the intended purpose of providing facilities necessary for Lincoln-Way activities, and as such, all Lincoln-Way School District 210 sponsored activities take priority over all other scheduled events. Confirmed rentals are subject to cancellation at any time.

**General**

- Person applying for a rental must be at least 21 years of age.
- Any changes, reschedules, or new requests must be submitted in writing ten (10) business days prior to the requested date. Scheduling requests received less than five (5) business days prior to the requested date will be processed as resources allow.
- All rental times start and end according to the time indicated on the rental form. **Any set-up and clean-up time must be included within the start and end times on the rental form.**
- Rentals going past their requested time will be charged the facility rate for amount of time exceeded.
- All equipment brought into and used in the facility must be approved by the Frankfort Square Park District.

**Cancellation Policy**

- Cancellations made more than five (5) days in advance of the rental date will receive a full refund.
- Cancellations made within five (5) days or less from the rental date will result in a 50% refund.
- Refunds will not be given for reserved time unused.

The following **must** accompany this application:



- ★ Complete team roster (name, address, phone, elementary/high school district) for all players.
- ★ A certificate of insurance naming the FSPD as certificate holder is required for all usage.

**The FSPD certificate must include the following additional insured's language:**

**"The Frankfort Square Park District, its officers, agents, and employees are to be named as additional insureds under the General Liability coverage".**



- ★ Use of L-Way North facilities must also include a certificate of insurance naming Lincoln-Way Community High School District 210 as a certificate holder.

- ★ Use of the Mary Drew gymnasium must also include a certificate of insurance naming Summit Hill School District 161 as a certificate holder.

- ★ Compliance with criminal background check on head coach.
- ★ A copy of coach's current CPR/AED certification.
- ★ A list of requested dates, with each date designated as practice or game.

***This application will not be accepted without ALL of the above required items. Please return to the Frankfort Square Park District drop box located at the Community Center entryway, 7540 W. Braemar Lane, Frankfort, IL 60423.***

*Please contact Julie Hein (Office Supervisor), Dan Coughlin (Athletic Supervisor), or John Keenan (Superintendent of Recreation) at (815) 469-3524 if you have any questions about outdoor facility rentals.*

I have read and completed the application. I understand that any misrepresentation or falsification of this application, not using approved space, or not following Park District rules will be grounds for a denial or immediate revocation of facility usage. The undersigned accepts full responsibility for the conduct of the group while on Frankfort Square, Lincoln-Way North High School, and/or Mary Drew School property and agrees to indemnify and hold harmless Summit Hill School District 161, Lincoln-Way High School District 210, and the Frankfort Square Park District, it's officers, officials, employees, volunteers, trustees, and agents from any responsibility for any accidents, injury, or damage that might occur as a result of the participants acts or omissions.

PRINTED NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_