

**BURR RIDGE PARK DISTRICT
USAGE POLICY FOR WOODS POOL FACILITY**

It is the intent of the Burr Ridge Park District to make specified equipment and facilities available for use by the community on a fair and equitable basis. Availability is determined after seasonal programming needs have been met. The following procedures, guidelines, and fee schedules will outline rules and regulations for such usage.

Available Facilities / Equipment-As of 5/1/2009

Woods Pool -- L-shaped pool, 25 yards long with two one-meter diving boards. Pool depth is from 3'-10' with adjacent kiddie pool. Male / female showers and locker rooms. Adjacent tennis courts (lighted) and playground for general public use. Two large grills and picnic tables. Pool capacity of 150 bathers. Parking for 60 cars.

Reservation Procedures

1. District programs and activities receive a priority scheduling status. Because District programs are conducted on a seasonal basis, usage requests for facilities and equipment will be reviewed on a similar schedule.

WHEN TO REQUEST RENTALS BY SEASON

<p><u>For usage June to August</u></p> <p>Group 1 can request beginning April 25 Group 2 can request beginning April 25 Group 3 can request beginning May 1</p>	<p><u>*Group 1</u> Resident, not for profit community</p> <p><u>Group 2</u> Individual residents or resident businesses</p> <p><u>Group 3</u> Non-residents, not-for-profit community group</p> <p>* Must have at least 25% of membership comprised of Burr Ridge Park District residents to qualify. Travel athletic teams subject to additional restrictions.</p>
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2. For special situations requiring early planning, please convey your needs to the Superintendent of Recreation at 630-920-1969.
3. Applications for usage can be made in person at the Burr Ridge Park District, 15W400 Harvester Drive, Burr Ridge, IL 60527, Monday through Friday from 8:30 am – 4:30 pm (Thursday, 8:30am-6:30pm) Upon request, we will also mail you a copy of the application form, which can be mailed back to us with full payment.
4. Any person or group may hold a date for one week without incurring any fees. The deposit fee must be posted in full within one week from the date of initial contact with the Park District. After one week from initial contact, the date becomes open to the next interested person or group.

5. In order to guarantee staffing, applications with full payment must be received at least ten business days (M-F) prior to the desired date. Although we will attempt to accommodate requests with less than ten business days notice, approval of such a request will depend on staff availability.

WOODS POOL RENTAL FEES

Monday through Thursday
8pm - 10pm
Rate \$145

Friday, Saturday, or Sunday
7pm - 10pm
Rate \$220

Security Deposits

Resident / Non-resident Community Groups Individual Resident, Non-residents, Businesses - \$100 per usage. The deposit increases to \$250 for rentals which include alcohol (see below)

All deposits are refundable upon successful completion of the usage.

Refunds

Refund requests must be made in writing and received at the Park District office at least seven calendar days prior to the rental. Any refund requests made after this time will not be granted unless adverse weather conditions exist. All refunds are subject to \$5 processing fee.

Usage for Minors

Rental applications may only be made by individuals age 21 or older. For activities involving minors, the following requirements are in effect:

- One adult (age 21 or older) chaperone must be on site at all times for every twelve minors in attendance. Names, addresses, and phone numbers of chaperones must be provided in advance of the usage. Failure to provide on-going supervision will result in immediate termination of the usage.
- For groups of minors (ages 13-18) in excess of 50 participants, the District will require the renter to have an off-duty police officer in addition to the required chaperones.

Alcohol

Alcohol is prohibited in all parks and facilities without special approval from the Board of Commissioners. Drunkenness and intoxication is prohibited regardless of

permit. Permits are not available for the usage of Rustic Acres. Usages requesting a liquor permit must fulfill the following requirements:

- A. Security deposit will be increased to \$250 per usage, which is refundable upon successful completion of the usage.
- B. Liquor Liability Insurance, including Dram Shop and Host Liquor, must be provided naming the Burr Ridge Park District as Additional Insured. The insurance limit must be at least \$1,000,000 per occurrence. Such an insurance policy can be obtained for approximately \$150 per day through the Park District Risk Management Agency. Contact the Park District if you are interested in finding out more information.
- C. A letter of explanation giving details of the event, such as date, purpose, and planned activities, should be submitted to the Park District along with the facility use application. Procedures to control under-age drinking, excessive consumption, and the names, addresses, and phone numbers of those individuals responsible for the activity should also be included.
- D. For any usages desiring to sell alcoholic beverages, the renter must first secure a retail liquor dealer's license from the Village of Burr Ridge. Contact the Village for further information. Even if the Village license is secured, the decision to allow any such sale will be made at the discretion of the Board of Commissioners.
- E. The renter must specify in writing to the District which portions of District property will be utilized for consuming alcohol, i.e. in building, under gazebo, etc. Erection of a tent or other temporary structure for this purpose also needs to be requested in advance in writing.
- F. The Park District reserves the right to reject any request for the use of alcohol whether the rejection constitutes a failure to meet any of the listed requirements or for any other reason deemed appropriate and with merit by the Park District.

Insurance Requirements

A renter will be required to provide proof of liability insurance naming the Burr Ridge Park District as additional insured for certain activities, including organized athletic events, groups over 100 people and non-routine high risk activities such as canoeing, model airplane flying, boating and the like. Typical coverage required would be \$1,000,000 coverage for a combined single limit. If required, the certificate must be submitted to the Park District no later than seven days before the usage. The Park District can provide information on special insurance programs which can be purchased by the renter through the Park District Risk Management Agency.

Holidays

Park facilities are not available for usage on the following holidays: Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

General Rules

1. Activities that are likely to result in damage to property, injury to participants, or interference of scheduled activities, are prohibited.
2. The individual or group submitting the application will be the responsible party for any and all damages incurred during the usage and will be required to sign a check in / check out sheet. If cost of damages exceeds security deposit, the group or individual must pay for the difference prior to any additional usage.
3. Selling, exchanging, soliciting, fee collection, and barter are prohibited unless approved by the Board of Commissioners. Users are not allowed to post any advertisements for products or services for sale.
4. All Burr Ridge Park District parks and facilities are smoke-free environments, with smoking being prohibited.
5. Gambling, fortune telling, games of chance are all prohibited.
6. No fireworks, firearms, weapons, or equipment are allowed in parks or facilities without authorization by the Board of Commissioners.
7. Any fires or barbecues must be approved in advance by the Park District.
8. No domestic animals of any type are allowed in any park or facility, leashed or unleashed, except for special events approved by the Board of Commissioners. This prohibition does not apply to domestic animals such as seeing-eye dogs or other aids.
9. The operations of any motorized vehicle in any part of the parks or facilities except established roadways, drives, or parking lots is prohibited unless authorized by the Board of Commissioners.
10. The use of traffic control devices (barricades, signs, etc.) is prohibited unless authorized by the Board of Commissioners.
11. Any use of sound amplification equipment must be applied for on the usage application and is subject to District approval.

12. Any use of food or refreshment must be requested at the time of application and is subject to District approval.
13. Renter will inform District on decorations being utilized and remove decorations at the conclusion of the usage.
14. Users must not physically move any equipment. The building supervisor must perform this.
15. Swimming, wading, or entering any pond on Park District property is prohibited.
16. The building supervisor on duty or other Park District staff members reserve the right to eject any and all users for violations of stated rules without refund of usage fees. All approved applications are revocable at the discretion of the Park District.

Cleaning Responsibilities

All users / renters are responsible for the general clean up of the facility/site. The site/ facility should be returned to its original condition upon conclusion of the usage. The Park District will provide necessary cleaning supplies (garbage bags, etc.). A facility supervisor will complete a checkout sheet which must be signed by the renter upon conclusion of the event. This checkout process will inform the user as to the satisfaction of their cleaning efforts with a chance to correct any problems. Failure to clean up the site/facility properly will result in charges being deducted from the security deposit.

Woods Pool – Special Usage Rules

1. Inclement weather – In the event of inclement weather, the renter will be contacted the day of the rental to be notified of the cancellation. Staff will work with the renter to reschedule the usage at a mutually desirable date. If such a date cannot be determined, the renter will receive a full refund.
2. Personal Flotation Devices – The Park District will try to accommodate a renter's desire for personal flotation devices for attendees. However, should the usage of such devices, in the opinion of the pool manager, pose a safety hazard for the proper management of the facility, such devices will be prohibited. Best course of action would be to contact the pool manager in advance of the actual date to discuss the situation.
3. Attire – Swimmers must have proper swim attire – no sweatpants, cut-offs, etc.



15 W 400 Harvester Drive, Burr Ridge, IL 60527
 P: 630-920-1969, F: 630-920-1973
 www.brparks.org, info@brparks.org

PARKS/POOL RENTAL APPLICATION

Promoting Quality Living Through Quality Leisure

This form and all accompanying forms must be completely filled in and returned with all other necessary information before any request will be confirmed. A permit will be issued once all conditions are met and all fees are paid.

1. GENERAL INFORMATION:

If requesting multiple dates (i.e. athletic teams), attached a sheet(s) will dates and times.

Requested Location	Day / Date Requested
Nature of Function	a.m./p.m. to a.m./p.m. Arrival and Departure Time
Estimated Attendance	

2. APPLICANT INFORMATION:

More information such as insurance and roster may be required.

Applicant's Name (please print)	Home Telephone Number
Address	City and Zip Code
Alternate Telephone Number	Email Address

PLEASE CIRCLE YOUR RENTER CLASSIFICATION

Group 1: Resident Not-for-Profit-Group Group 2: Resident Individual or Business Group 3: Non-resident

3. DETERMINATION OF FEES:

\$ _____	Rental Fees per hour X	_____ total hours	\$ _____
\$ _____	Supervisor Fees per hour X	_____ total hours	\$ _____
\$ _____	Woods Pool Rental Fee	_____ flat rate	\$ _____
\$ _____	Ballfield Light Fees X	_____ total hours	\$ _____
\$ _____	Park/Field/Other Rental Fees X	_____ total hours	\$ _____
\$ _____	Alcohol/Special Event Insurance	_____ flat rate	\$ _____
\$ _____	Security/Damage Deposit	(Post separate check or credit card)	\$ _____
TOTAL FEES:			\$ _____

4. METHOD OF PAYMENT

Cash Credit Check # _____

Discover VISA Master Card Authorized Signature _____

Printed Name _____

Card Number: _____ Expiration Date _____

5. WAIVER & RELEASE

In consideration for the Park District's permission to use its property/facilities for the activities specifically indicated, the sponsoring organization or the individual applicant recognizes that there are certain risks of injury and loss associated with this usage and agrees to waive and relinquish all claims that may result from any individuals attending this activity against the Burr Ridge Park District and its officers, agents, servants and employees. The sponsoring organization or individual applicant further agrees to assume all responsibility for the conduct and safety of all individuals in attendance and to make payments to the Burr Ridge Park District for any damages done to the requested park facility or equipment arising from the specified activity. The sponsoring organization or individual applicant has received and reviewed a copy of the Usage Policy for equipment and facilities and agrees to abide by all conditions therein.

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Signature of Applicant

Date