

CHAMPAIGN PARK DISTRICT PARK AND PAVILION USAGE POLICIES

GENERAL

1. Reservation of a pavilion requires a completed, signed agreement with a \$100 damage deposit. The signed agreement, rental fee, and deposit must be received by the Park District a minimum of two (2) weeks prior to the scheduled date of usage or rental automatically cancels and results in the pavilion reverting to first come, first served basis for the time in question. Reservation forms are computerized and generated through the Champaign Park District Operations Department, 2311 W. John Street, Champaign, IL 61821, 217-398-2591.
2. Champaign Park District will not be liable for any claims for injury or damages resulting from or arising out of the use of the District's pavilions or premises adjacent thereto and the renter agrees to indemnify the Park District and hold it harmless against any and all such claims, damages, losses and expenses. If requested by the District, the renter shall carry insurance against such claims and furnish the District with a certificate of insurance evidencing the same.
3. Pavilion rentals have a two (2) hour minimum + \$100 damage deposit paid two (2) weeks prior to the scheduled date of usage or pavilion reverts to first come first served basis for time in question. Paid rentals are automatically listed on the monthly calendar that is posted at the pavilion.
4. A Park Use Permit is required for any group of 25 or more people using the park, but not renting a pavilion or holding a special event. Permit holder agrees to comply with the City of Champaign Noise Ordinance and all other applicable laws. Park Use Permits are free of charge, but may require a \$100 damage deposit.
5. Pavilion Cleaning – Cleaning is performed 45 minutes to one (1) hour before pavilion rental is scheduled to begin. Early arrivals are accepting pavilion as is.

CANCELLATION

6. Notice of cancellation must be given to the Champaign Park District at least seven (7) business days prior to the scheduled date of activity or forfeiture of any payments made. In case of inclement weather i.e. stormy or severe, renter may choose within 5 business days after the event to reschedule or request a refund minus a processing fee. Failure to reschedule or request refund will result in forfeiture of any rental payments made.

RENTER RESPONSIBILITIES

7. No alcohol and/or drugs are permitted on any Champaign Park District property. Such use will result in immediate ejection from the premises. Bands: Personal bands are not allowed in the parks without prior permission. Contact Special Events 217-819-3931 to rent the Showmobile if you desire your band(s) to perform on park district property. Please adherence to all park district rules and regulations is mandatory.
8. Renter is responsible to see that all activities are properly controlled and supervised and agrees to comply with the City of Champaign Noise Ordinance and all other applicable laws. Renter is responsible for leaving the pavilion in the same condition it was found. Renter is required to place trash in the containers provided. Failure to comply will result in loss of deposit.
9. Renters shall reserve pavilion(s) no more than six (6) months in advance. Exceptions may be made for special circumstances with the approval of pavilion supervisor (i.e. church picnics, family reunions, and weddings).
10. Renter responsible for the Pavilion is family or organization who paid and whose name is listed on the pavilion calendar.
11. Please take copy of your paid Global/Facility Sales Receipt (Pavilion Rental) to show proof that you are the individual and/or group whose name is listed on the Pavilion Calendar. Names not listed are not renters.

If electricity is needed for your rental, please contact/request it to be functioning at least 2 – 4 days prior scheduled rental. Due to power outages and vandalism, electricity in the pavilion is not always a guarantee.

12. Music must not be loud or offensive to the public. Pavilion is within a residential area; please respect the neighbors of the pavilion. NOTE: Music must comply with the City of Champaign Noise Ordinance or police will be dispatched.
13. Inflatable structures, dunk tanks, etc. require approval and a certificate of insurance minimum acceptable policy is \$1,000,000.00 per occurrence, \$2,000,000.00 combined single limit liability, naming Champaign Park District as additional insured.

14. Public Health Permit is required for vendors hosting special events where food is being sold and/or distributed. A copy of the health permit(s) and certificate of insurance naming Champaign Park District as additional insured must be submitted to the Park District Risk Manager at least two (2) weeks prior to the event.

15. Fees are as follows:

RESIDENT FEES: (Holiday rates are double)
\$25.00/hour | Non-profit groups \$20.00/hour

NON-RESIDENT FEES: (Holiday rates are double)
\$37.50/hour | Non-profit groups \$30.00/hour

Special Event Fees

16. Special Event fee(s) in addition to regular fee will be charged if rental agreement holder has a concert, fundraiser, groups of 200 or more attendees or similar event in any Champaign park. NOTE: renter may also be charged additional fees for Park District staff costs in support of special events (i.e. to provide additional electricity transformer set up).

Tents

17. Tents (excluding pop-up tents) may be erected on park property by tent companies, such as Herriotts, with Park District staff approval. Residents: \$20.00/tent per day; Non-residents: \$30.00/tent per day. The tent fee must be paid two (2) weeks to 30 days prior scheduled event.

BOUNCE HOUSES/INFLATABLES

18. Bounce Houses/Inflatables require adult supervision. Because of the numerous injuries that have occurred in the past, and can occur from usage of bounce houses and inflatables, children must be under adult supervision at all times. Approval for bounce house(s)/inflatables usage and a certificate of insurance from bounce house/inflatable company must be on original agreement presented to the Park District 14 days prior to the scheduled event. NOTE: usage of equipment not noted on signed pavilion rental agreement or park permit is in violation of park district rules and regulations.

CERTIFICATE OF INSURANCE

Certificate of Insurance, when applicable, naming Champaign Park District as additional insured is a requirement for groups of 200 or more people, dunk tanks, inflatable structures, etc. The minimum acceptable policy is \$1,000,000.00 per occurrence, \$2,000,000.00 combined single limit liability. Certificate of insurance must be issued to the Park District Risk Manager 14 days prior to scheduled event.

DAMAGE DEPOSIT

19. Damage Deposit is fully refundable if the following criteria are met: Renter vacates the pavilion at the time designated on the facility sales receipt form; site is left in good, clean condition; trash is put into proper receptacle with no damage to Park District property. Failure to comply will result in a \$25 minimum per ¼ hour (or any part thereof) service charge arrangements for extended hours (if available) must be made at least 48 hours prior date of usage. Damage deposit will be deposited in a Park District account and returned two (2) weeks after rentals less any amount retained for damages, if any.

Reminder: Vehicles are not permitted to park in the parks. Please park in designated areas surrounding park area.

Approved 3-14-01

** Updated: 8-31-16**

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