

Frankfort Square Park District Building Usage Request Form

Please fill out the building usage request form completely and return it to:

Frankfort Square Park District
7540 W. Braemar Lane
Frankfort, IL 60423
Phone (815) 469-3524 Fax (815) 469-8657 Email cstandish@fspd.org

Date of Submission: _____

Organization: _____

Type of Activity: _____

Activity Start/End Time: _____

of Participants: _____ % of Residents: _____

Requested Facility (Please circle one)

Administration Building Community Room Administration Building Board Room #2

Nature Center Champions Concession Stand Union Creek Hockey Shelter

First Contact Person: _____

Address: _____ City: _____ St: _____ Zip: _____

Daytime Phone: _____ Home: _____ Cell: _____

Email (Required): _____

Second Contact Person: _____

Address: _____ City: _____ St: _____ Zip: _____

Daytime Phone: _____ Home: _____ Cell: _____

Email (Required): _____

CERTIFICATE OF INSURANCE

Groups requesting facility usage are required to provide a certificate of insurance naming the Frankfort Square Park District as additional insured. The certificate must accompany this Building Usage Request form and must include the following language: "The Frankfort Square Park District, its officers, agents, and employees are to be named as additional insureds under the General Liability coverage."

Frankfort Square Park District Building Usage Procedures

The following facilities are available for use:

Meeting Room	Address	Capacity	Users
Administration Building Community Room	7540 W. Braemar Lane	100	Adult/Children
Administration Building Board Room #2	7540 W. Braemar Lane	40	Adult Only
Nature Center	7540 W. Braemar Lane	20	Adults Only
Champions Concession Stand	20130 Rosewood Drive	30	Adult/Children
Union Creek Hockey Shelter	19900 S. 80 th Avenue	20	Adult/Children

Tours of all facilities are available upon request prior to your event.

Submission dates for meetings are as follows:

Deadline	Meeting Dates
May 1	June through August
August 1	September through December
December 1	January through May

CATEGORIES FOR ASSIGNING USAGE

Any group or organization requesting usage will be required to complete the Building Usage Request Form, available at the Park District's Administration Building, located at 7540 W. Braemar Lane, Frankfort, and online at www.fspd.org.

Request forms are considered on a first-come, first-served basis, and usage is scheduled on a quarterly basis, January – May, June – August, and September – December, and deadlines for submission are listed above.

Requests for usage will be determined based on the following categorized criteria:

Category 1 Requests

Frankfort Square Park District sponsored programs, based in and serving FSPD residents, i.e. Scout Groups, FSBL, and Wildcats Football.

Category 2 Requests

Non-profit groups/organizations with 100% group residency, i.e. Homeowner's Associations for subdivisions located within the FSPD borders.

Category 3 Requests

Non-profit groups/organizations with more than 50% residency. Completion of Residency Form, Attachment A, providing home addresses/subdivisions of participants is required.

Category 4 Requests

Non-profit/Non-resident groups/organizations with less than 50% residency may be provided space at cost, based on Attachment B facility rental agreement.

Priority will be given to any requests that have the largest percentage of residents.

FOB/KEY

The majority of park district facilities available for group usage are accessed with fobs, with the exception of the Nature Center which requires key access.

Groups are responsible for picking up the fob or key to the building during normal office hours on the day of their scheduled event. If the event takes place on a day that the office is closed, the fob or key should be picked up one day prior.

- The fob or key must be picked up by one of the designated contacts. However, if neither person is available, the name of an alternate person must be provided to the park district office, and a photo ID will be required. Under no circumstances will the fob or key be given to a minor.
- As a courtesy, the park district will call a contact person the day before the event to confirm the date, the time, and the facility requested.

Groups must return the facility to the same condition it was found prior to their use. It is the responsibility of the group leader to sweep floors, empty garbage, clean-up spills, and put all tables and chairs away before leaving.

The park district reserves the right deny building usage to groups that do not meet the required categorized criteria and/or to relocate groups in case of a problem with scheduling.

Reminder

Children are not allowed to be left unsupervised at any time during your event and must remain in the room under adult supervision at all times.

I have thoroughly read the above procedures and agree to follow all such rules and regulations of the Frankfort Square Park District. I also agree that I am fully responsible for the actions of anyone attending my scheduled event.

Contact Signature _____ Printed Contact Name _____

Contact Signature _____ Printed Contact Name _____



Facility Rental Application – Attachment B

Category 4 Requests

Event Date: _____ Fri Sat Sun (circle day)

Rental Start Time (includes set up) _____ am / pm

Rental End Time (includes take down) _____ am / pm

Time Revisions must be made by/before final payment

Facility Requested (please check one)

***Number of guests** _____

- _____ Community Room (100 guest capacity)
- _____ Board Room (45 guest capacity)
- _____ Champions Park Facility (30 guest capacity)
- _____ Nature Center (20 guest capacity)

Fees (please check all that apply)

- _____ Security Deposit: \$100 (refundable less any incurred costs)
- _____ Non-Resident Group Rental Rate ~ \$125 (two hour meeting)
- _____ Non-Resident Group Rental Rate ~ \$175 (three hour meeting)
- _____ Additional Hour Rate ~ \$50/each additional hour

Supervisor: _____

Confirmed: _____

Table Preference

- _____ Round ~ Ten 5½ foot tables and four 8 foot rectangular tables
- _____ Rectangular Tables ~ fourteen 8 foot rectangular tables
- _____ Champions Park ~ Three Round 5 ½ foot tables

Type of activity: _____

Renter Information

Name of Renter _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

E-Mail Address _____

Renter's Signature _____ Date _____

Reservation No: _____	Rental Amount Due: \$ _____
Security Deposit Due: \$100 _____	Rental Amount Due By: _____
Security Deposit Paid On: _____	Rental Amount Paid On: _____
Security Deposit Receipt No: _____	Rental Amount Receipt No: _____