



# Facility Rental Request Agreement

20712 Western Avenue, Olympia Fields, IL 60461  
Phone: (708) 481-7313 Fax: (708) 481-8735  
[www.ofparks.org](http://www.ofparks.org)

Date of Application: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time Requested: \_\_\_\_\_ to \_\_\_\_\_

- Facility Requested:
- Barn Meeting Room
  - Silo Meeting Room
  - Cull House Dining Room
  - Bundle Rates 6 8 10 12 hrs
  - Recreation Room
  - Big Pavilion
  - Kitchen
  - Patio
  - Loft
  - Other (please specify): \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Description of activity being held: \_\_\_\_\_

Total Number in Attendance: \_\_\_\_\_ # of Olympia Fields Residents: \_\_\_\_\_ # of Non-Residents: \_\_\_\_\_

\*Please note: Additional security fee will be charged for teen parties of 50 (maximum of 75 teens) and rentals/parties of 100 and more

**NO FIREARMS, MISSILES, WEAPONS or HARMFUL SUBSTANCES ALLOWED ON ANY PARK DISTRICT PREMISES**

Please note: It is the Renter's responsibility to provide a copy of the organizations / entertainers / caterers / equipment rentals Certificate of Insurance naming the Olympia Fields Park District as Additional Insured and Certificate Holder

- Age of group:
- Child
  - Teen
  - Adult
  - Senior Citizen
- Check all that apply:
- Caterer
  - Organization
  - Entertainer/DJ
  - other: \_\_\_\_\_

Name of Caterer: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Alcoholic Beverage Consumption Permit and Liability Insurance \$225.00 for Residents & Non-Residents**

A permit to serve and consume alcoholic beverages is **REQUIRED**. Permits are non-refundable fees

Are you applying for permission to distribute and/or consume alcoholic beverages on park premises during the event?

- Yes
- No IF YES, AT LEAST FOURTEEN DAYS PRIOR to the requested date either:
  - I will be purchasing Dram Shop and/or liquor liability insurance through the Olympia Fields Park District
  - My caterer will provide Dram Shop and/or liquor liability insurance.

*Liquor liability insurance must name the Olympia Fields Park District as the additional insured.*

- Equipment usage:
- Yes  No Do you require the use of the wireless microphone? Approx.# of chairs needed: \_\_\_\_\_/225
  - Yes  No Do you require the use of the lectern? Number of 6ft. rectangle tables: \_\_\_\_\_/16
  - Yes  No Do you require use of coffee pot? Number of 5ft. round tables: \_\_\_\_\_/29

*Please fill out diagram for room set-up. Our staff will set-up according to your sketch*

- REQUIRED** - Names and phone numbers of chaperones/emergency contacts *other than* the contractee to be accompanying the group:
1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
  2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_
  3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**FOR OFFICE USE ONLY** This application for facility use has been:  Approved  Denied

Initials: \_\_\_\_\_ (Facility Manager) & \_\_\_\_\_ (Director) Proof of Residency: \_\_\_\_\_ (initials)



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## ROOM RENTAL RULES & REGULATIONS

Rules are applicable to ALL Renters and their service providers.

1. Cancellations not made **60 days prior** to the scheduled rental will result in forfeiture of the security deposit.
2. **Cancellations incur a fee** which is half (½) of the deposit made if more than 60 days from the scheduled event. This fee will be deducted from any payments made. If cancelling less than 60 days from the event, then the deposit is forfeited.
3. Cancellations and time changes must be made in writing to the Park District and approved by the Facilities Manager/Supervisor no later than one week prior to the event date. You may switch your rental to another date for the current year provided it is submitted in writing at least 5 business days prior to the event, a one-time allowance.
4. Balance due for rental of facilities **must be paid no later than 60 days prior to the rental date** or the event *will* be cancelled. All payments shall be made with cash, credit card, or money order only.
5. The person whose signature appears on the Facility Usage Application **MUST check in with the Facility Attendant before the doors are opened. In addition, they must be in attendance during the duration of the rental, or the security deposit will be forfeited, and future use of the facility will not be allowed.**
6. **Additional security fees** will be charged for teen parties (*maximum of 60 teens allowed*) and parties of **100** or more. All parties 150-175 require two security officers.
7. Bundle rates for Barn Rentals include up to 175 participants. We do not allow rentals with more than 175 participants.
8. **Larger rentals (100+) who intend to have an outdoor ceremony and indoor reception are responsible for bringing in their own chairs for seating at the tables. We do not have enough chairs at our facility to accommodate both outdoor and indoor chair set-up. It is the responsibility of the Renter to designate a group from their event to bring in the chairs.**
9. Damage to premises, excessive garbage, or overtime will result in forfeiture of partial or total of Renters security deposit.
10. All caterers and bartenders who remain on site and serve food/drinks/alcohol must provide the Park District with a certificate of insurance naming the Olympia Fields Park District as Certificate Holder as additional insured. Certificate of insurance must be secured **no later than 2 weeks prior to rental date**. Bartender who have their own certificate of liability insurance are not required to fill out an indemnification form. Bartenders may serve alcohol without their own insurance; however, they will need to fill out our indemnification form and the Renter is responsible for purchasing liability insurance through the Park District.
11. All DJs, event planners, and entertainers must sign an indemnification agreement **no later than 2 weeks prior to rental date**.
12. **Alcoholic beverages may not be served, consumed, or brought on Park District property unless an alcohol consumption permit and insurance have been secured at least 2 weeks prior to rental date. Alcohol permits are NONREFUNDABLE if an event is cancelled less than 60 days prior to scheduled rental date.**
13. Caterer and event planners must visit the site and review the set-up with the Park District at least 2 weeks prior to rental date.
14. All tent/awning companies must meet with Park District staff one month prior to the rental date to verify approved location and installation procedures. In addition, they must provide the Park District with a certificate of insurance naming the Olympia Fields Park District as additionally insured. Certificate of insurance must be secured **no later than 2 weeks prior to rental date**.

15. Parking and driving are permitted only on designated roadways and parking areas. The fire lane must always remain clear.
16. All equipment delivery and pick-up must be coordinated with the Renter **during rental hours**. Pick-up and returning of caterer/event planner's items is the responsibility of the Renter. The Park District is not responsible for items left behind by the Renter and cannot guarantee storage of items. Any forgotten items will be disposed of 1 week following the event.
17. **No drive-up deliveries.** All items must be unloaded or loaded and walked in from the parking lot. Flower planters must not be moved. We may have a cart available to assist in bringing items inside.
18. Pedestrian walkways must not be blocked with equipment or vehicles.
19. After unloading, all catering/staff vehicles must be parked in designated parking areas only.
20. Catering/staff is to utilize hard surface walkways in lieu of walking through shrub, groundcover, or grass areas.
21. All food preparation equipment is to be kept within the kitchen unless otherwise approved by Park District staff at least one month prior to the rental. Outdoor grilling is allowed in the grassy area between the Main Barn and the Silo with prior approval from Park District staff at least one month prior to the rental.
22. All outdoor barbecuing or food preparation on site must be coordinated and approved by Park District staff a minimum of 1-month prior to rental. **Coals must be disposed of in designated containers and extinguished with water.**
23. No open flame cooking (excluding sterno) may be done inside the facility or near the facility exterior.
24. Lucite trivets must be used under hot pans, dishes, and sterno. Trivets are the responsibility of the Renter.
25. A 100-cup coffee maker is available upon request. Requests must be made no later than 2 weeks prior to the rental date.
26. All hallways must be kept completely clean of equipment.
27. Loft is not available for usage, unless approved by Olympia Fields Park District.
28. Overall clean-up after utilization of the facility is the responsibility of the Renter. Facility must be completely cleared of all food, paper, decorations, linens, and equipment. All facility floors, chairs, and tables must be cleaned of food, paper, and decorations. All garbage is to be bagged and placed in hallway of Barn facility by Renter and Facility Attendant. If the caterer is on premises, they are responsible for clearing away any equipment, bagging garbage, and disposing of garbage in the dumpster. **NO LIQUIDS** are to be placed in garbage bags. Please empty all liquids from containers before throwing them in the garbage and use recyclable containers when applicable. Failure to properly clean-up from the event will result in loss of security deposit.
29. Kitchen counters, sinks, and appliances must be cleared of all food and equipment and wiped down.
30. **The entire facility is smoke-free as it is government property. It is illegal to smoke or vape while on any Olympia Fields Park District property (The Barn, Cull House, Sgt. Means Park, and parking lot).**
31. Use of candles (and other open flames) is prohibited unless written approval is received prior to the event.
32. **Fireworks are illegal in the state of Illinois** and their usage is strictly prohibited on our property. Olympia Fields Police Department will be contacted if any fireworks are set off during your event time and the Renter will be subject to additional fines and fees. This is non-negotiable and will subject the Renter to forfeiture of the security deposit, as well as a \$750 fine from the Olympia Fields Police Department.



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33. **Only masking tape and command hooks are allowed to adhere decorations to the walls and pillars.** Packing tape, scotch tape, nails, staples, thumb tacks, etc. are not allowed. Renter is subject to forfeiture of their security deposit if any part of the facility is damaged during their event. All walls, pillars, floors, windows, etc. must remain undamaged.
34. **We do not allow the use of mylar balloons or balloons that are filled with helium within our facility.** Any balloons must be fastened and weighted down to a stable structure. Renter will be subject to forfeiture of their deposit should any balloons get caught in the rafters.
35. The use of confetti, silly string, rice, rose petals, glitter, or any other small decorations is strictly prohibited.
36. No smoke or fog machines are allowed in the facility due to the sensitivity of the smoke / fire alarm. Use of smoke or fog machines may result in the loss of your security deposit.
37. **Tablecloths are not provided by the Park District.** The Bradford Barn is considered a 'DIY' facility and is only responsible for table and chair set-up. Tablecloths, centerpieces, and other decorations are the responsibility of the Renter.
38. The Facility Attendant is in charge of the facility during your rental and is there to assist with any questions that may arise. Only the Facility Attendant can operate the sound system and thermostats.
39. If floors, chairs, tables, walls, or equipment are damaged or require extra time to clean you will lose your security deposit.
40. If floors, chairs, tables, walls, or equipment are stained due to food and/or drink spills, you will lose your security deposit.
41. **The Pavilion does not have any sides, tarps, or backdrops to repel the wind or rain.** Please review the weather and plan accordingly if you plan to have an outdoor event that utilizes our Pavilion space. Notify the facility if you wish to adjust your set-up to accommodate your event no less than 48hrs in advance.
42. Electronically amplified sound is prohibited on the grounds outside the Barn/Silo/Cull House unless special written permission is secured by the Facility Manager or Executive Director of the Park District. Speakers are allowed outdoors for wedding ceremonies *only* and before quiet hours begin (8:00pm).
43. **Olympia Fields has a noise ordinance that goes into effect at 10pm.** Renter must contain any speakers or sound systems within the Bradford Barn at a reasonable volume. Please adjust volume at the discretion of the Facility Attendant.
44. Parking for rentals shall be determined by and directed by Olympia Fields Park District.
45. Renters acknowledge that this agreement is for facility usage only and that any permitted use of other park property such as Microwave, Warmer, Ice Maker, Smart TV, Microphone, Coffee Maker, Refrigerator, and/or Water Fountain is allowed as a courtesy only and the non-functioning of such items does not affect enforcement of Renter's obligation to pay or otherwise.
46. The Renter is responsible for any damage to park property encumbered during the rental of our facility. The Park District asks that your group utilize the park facilities safely. The Park District requests that your group be carefully supervised so that your day is safe and enjoyable for your entire group. If you have any questions, please contact the Olympia Fields Park District office at (708) 481-7313.
47. Any refunds for the event will be paid within 30 days of the date of your event. The Park District will notify the Renter when the refund check is ready for pick-up from our office. Staff will call and notify you when your check is available. Checks will be available by pick-up only; no checks will be sent through the mail. A \$20 administrative fee will be added to any refund deposit check not cashed within the 90-day timeframe and need to be reprinted.



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- 48. BY SIGNING THIS AGREEMENT, YOU AGREE TO PAY all costs to the Olympia Fields Park District including but not limited to legal fees and costs incurred by the District in enforcing any provisions of this agreement.
- 49. RENTER WILL FORFEIT THE SECURITY DEPOSIT AND WILL BE RESPONSIBLE FOR ALL DAMAGES AND COSTS IF FACILITY RULES & REGULATIONS ARE NOT STRICTLY ADHERED TO.
- 50. COVID-19 REFUND POLICY: In the event that Illinois mandates or restricts capacity limits due to a disaster declaration, we will issue full refunds, allow a reschedule for the next date and/or allow for modifications to accommodate capacity limits if rental request falls outside of the state mandated capacity limits. (I.E., if capacity limits are 50 persons or less and your event is for 100 persons, we can issue a full refund, reschedule, or allow for a reduction in group size. If capacity is 50 persons or less and your event is for 45 people you can choose to have your event, reschedule for next available date, or choose to cancel [in which case, we will follow our normal cancellation policy]) In the case that there are no restrictions, capacity limits, or disaster declarations issued by the state of Illinois, we will follow normal cancellation policy as stated in numbers 1-3 of this contract.

**Please sign below stating that you have received and read the Room Rental Rules & Regulations and will comply with the rules and regulations stated and understand non-adherence to any rule or regulation may result in complete loss of security deposit and future inability to use the facility.**

\_\_\_\_\_  
Printed name of Renter

\_\_\_\_\_  
Signed Name of Renter

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_





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## OLYMPIA FIELDS PARK DISTRICT

### RENTAL REGULATIONS LIST

- **Parking** for the Olympia Fields Park District Room rentals is at 20712 Western Avenue (71 spaces). Please park in designated spots, staying clear of the fire lane, no parking zones. Overflow parking for larger events is located in the back gravel lot at the Emmaus Community with prior permission from Olympia Fields Park District and the Emmaus Community. Finalization and approval of large rentals requiring overflow parking is based on parking permission from the Emmaus Community.
- **Rental Hours** are between 12:00pm and 12:00am seven days a week, based on availability. Early arrivals for room rentals will be asked to wait in the parking lot. **The hours purchased includes your Set-up and Clean-up time.** All participants must vacate the building at the end of your rental time, or your security deposit may be forfeited. Groups larger than the signed agreement will lose their security deposit and may be charged additional fees. Cleaning, removing garbage, etc. must be completed and the building must be vacated **by the end of your rental time.** If you think your event might run overtime, you must immediately speak with the facility Attendant. If the Attendant can accommodate your request and stay longer, the additional time will be deducted from your deposit and/or forfeit deposit. If the Attendant **CANNOT** stay, you are bound to the time originally scheduled. Please request for approval in writing at least 4 days in advance if you wish to change or add rental time.
- Residents applying for rental request must be present and prove residency upon submittal of agreement. Residents must bring proof of their residency in Olympia Fields; a driver's license and current gas, electric, or water bill is acceptable. Resident must make sure all information provided is their current contact information. Residents must personally submit the deposit payment using their own checking account, credit card, or cash. The Resident is the main contact for this event and must be present during the duration of the event. Any changes to the agreement must be submitted by the Resident for approval if applicable at least 2 weeks prior to the rental date.
- **Cancellations** made more than 60 days prior to your event will assume an administrative fee of half of the deposit made. If cancellation is made less than 60 days prior to your event, the entire deposit will be forfeited.
- **Alcohol**, including champagne and wine toasts, is not to be served unless an Alcohol Permit has been secured by the Olympia Fields Park District through our insurance carrier and purchased by the Renter prior to your event, or supplied by your caterer/bartender if you have hired one to remain onsite for the duration of your event.
- **Security**; the Renter is required in the form of an off-duty Olympia Fields Police Officer, should your event be more than 100 people at time of final payment (60 days from event date). The arrangements for the officer(s) will be made by Olympia Fields Park District at the time of your final payment. Depending on the size of your event, additional security officers may be required. Rentals of 150 or more require two officers. Overage of agreed upon attendees may result in forfeiture of a portion or all of your security deposit.
- **No Firearms, Missiles, Weapons, or Harmful Substances allowed on Park District Property.**
- **No Fireworks allowed on Park District Property.**
- **Teen Parties** (13-19) must have at least one chaperone per 10 teens. Also, an off-duty Olympia Fields Police Officer must be secured by the Olympia Fields Park District for the duration of the

party for 50 or more teens (maximum of 75). The fee is \$35.00 per hour, no exceptions. Persons under 21 must have adult supervision at all times. A list of all teens' names, telephone numbers, and addresses must be provided no less than 2 weeks prior to the event.

- **Smoking or vaping is not permitted** anywhere on the Olympia Fields Park District Property as we are a government facility. (IL Dept. of Health)
- **Decorations:** All must be removed at the end of your event. Masking tape, painters' tape, and command hooks are the only types to be used to secure decorations. Please do not hang decorations from the ceilings. Thumb tacks, staples, or nails may not be used to hang decorations. Fog, smoke machines, and candles are prohibited. Please do not use glitter or confetti. Balloons must be weighed down, secured, and removed after your event. Mylar or helium filled balloons are prohibited. Violation of these rules will result in forfeiture of your security deposit and may result in additional charges.
- **Guests** are limited to the lower level of the building. Loft usage is limited only to the event's DJ during Barn/Bundle rentals. Please refrain from using the stairs to the upper levels.
- **DJs, Caterers, and any third party** being hired for Renter's party must submit to Olympia Fields Park District a certificate of liability form in the amount of \$1,000,000 naming Olympia Fields Park District as the certificate holder and the additionally insured no later than 2 weeks prior to the event. No large bounce houses or other inflatables are permitted. Small bounce houses that do not require use of a generator are allowed with prior written permission from the Park District staff.
- **Clean Up;** Renters are responsible for clean-up after the event. Clean up time is included in your rental time. Renter will be charged additional fees and/or forfeit their security deposit if they are present on the property after their agreed upon rental time. Clean up includes (but not limited to): removing all food, paper, decorations, linens, and equipment. Kitchen counter, sinks, appliances, tables, and chairs must be wiped clean. If Renter is utilizing the outdoor area surrounding the Barn, those areas must also be free of debris and decorations. A spray bottle and paper towels will be provided for your use. Floors and carpets must be swept and/or vacuumed. A vacuum cleaner and broom and dustpan are available for your use. Please properly bag all garbage and do empty all liquids before disposing of an item. The Attendant will periodically check and help empty the cans during your event. It is also your responsibility to return all items borrowed. Your deposit may be forfeited if any items are missing or damaged or for improperly cleaning and leaving excessive garbage.
- Warming Oven, Microphone, Coffee Pots, Stereo Equipment, Refrigerator, Microwave, and Ice Machine are lent to the Renter for usage upon request. If these are not operable on the day of your event due to breakage or interruption of service, Olympia Fields Park District is not responsible for providing monetary refunds for non-usage. Renters should always have a back-up in case of this rare occurrence. Kitchen privileges are granted only as outlined in the Renters Agreement if applicable.
- **Garage Door only opens when facility is rented at a bundle rate.**
- **Extra Parking** overflow for large groups must be approved by Emmaus Community facilities prior to rental approval if groups are over 100. Parking should be accessed using Brookwood Drive, map will be provided by staff.
- **Use of additional areas are by approval only.** Areas utilized by Renter for use such as parking lot for ponies/games, game bus, or food trucks will be charged \$100.00 for each additional area used.



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- **Refunds:** Your deposit will be refunded as a check. Refund requests are submitted the week after your event and will be ready for pick-up within 30 days of your event. Staff will call and notify you when your check is available. Checks will be available by pick-up only; no checks will be sent through the mail. A \$20 administrative fee will be added to any refund deposit check not cashed within the 90-day timeframe and need to be reprinted.
- **Request of the Rental Agreement must be approved by Facility Manager before final confirmation and processing of the deposit.**

The above are commonly asked questions. Violation of any of these policies may result in immediate cancellation of your event, loss of your security deposit, and any remaining rental time. Please ensure that all your guests and Service Providers understand this important provision to your contract.

It is our goal to accommodate your rental needs in a friendly and efficient manner while providing your group with a safe environment. We truly appreciate your business and welcome your comments and feedback. We hope to serve you in the future.

*I hereby acknowledge that I have reviewed and agree to the Terms and Conditions of these Rental Regulations*

\_\_\_\_\_  
Printed name of Renter

\_\_\_\_\_  
Signed Name of Renter

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

*Original signed for Olympia Fields Park District, copy for Renter.*





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**OLYMPIA FIELDS PARK DISTRICT  
BRADFORD BARN RENTAL POLICY REMINDER**

Thank you for your interest in renting at our facility! As a courtesy, the Olympia Fields Park District would like to remind you of certain policies regarding our facility. More information regarding these policies may be reviewed in your Facility Rental Request Agreement (contract).

1. Renters are **only allowed** within the facility **during their scheduled rental time**. Any decoration set-up and after-event clean-up must be completed during designated rental time. Renters will be subject to additional fees and/or forfeiture of their deposits if renters choose to arrive early for decoration set-up and/or leave late for clean-up.
2. Renter is responsible for cleaning the event space after their event has completed. Facility Attendant will be available to assist with removing trash, sweeping, & mopping. The Facility is responsible for breaking down tables and chairs.
3. Please review the weather and plan accordingly if you plan to have an outdoor event that utilizes our Pavilion space. The Pavilion does not have any sides, tarps, or backdrops to repel the wind or rain. Notify the facility if you wish to adjust your set-up to accommodate your event no less than 48hrs in advance.
4. **We do not allow the use of mylar balloons or balloons that are filled with helium within our facility.** Any balloons must be fastened and weighted down to a stable structure. Renter will be subject to forfeiture of their deposit should any balloons get caught in the rafters.
5. The use of confetti, silly string, rice, glitter, or any other small decorations is strictly prohibited.
6. All vendors must complete the Indemnification Agreement at least 2 weeks prior to the event and submit the filled-out form to Olympia Fields Park District. Vendors include photographers, and event planners. If caterers or bartender are on-site during the event a COI (Certificate of Liability Insurance) must be completed.
7. Alcohol is not permitted on our property without prior written approval and purchase of liability insurance. Liability insurance may be filed through the Park District for \$225 unless the event's bartender already holds a policy.
8. Please be considerate of our neighbors and contain any speakers within the Bradford Barn at a reasonable volume. **Olympia Fields does have a noise ordinance that goes into effect at 10pm.** Please adjust volume at the discretion of the Facility Attendant.
9. Larger rentals (100+) who intend to have an outdoor ceremony and indoor reception are responsible for bringing in their own chairs for seating at the tables. It is the responsibility of the Renter to designate a group from their event to bring in the chairs.

It is recommended that Renters contact the facility in person, by email, or via phone call at least 2 weeks prior to their event date to review the layout and amenities the facility offers. Renter and Event Planner (if applicable) should meet with Jennifer at least 2 weeks prior to the event to clarify set-up and event space. Please note that the facility is only responsible for providing the correct table and chair set-up. We do not offer any decoration services or provide items such as tablecloths. No additional rental spaces are available other than the space paid for in the contract agreement.

Thank you for reviewing these terms and policies. If you have any questions regarding our policies please contact us during office hours, Monday-Friday, from 9am to 4pm.

Facilities & Adult Programs Manager  
Jennifer A. Braun- Denton

\_\_\_\_\_  
Printed name of Renter

\_\_\_\_\_  
Signed Name of Renter

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_



Date:

To: Event Contract Holder

From: Olympia Fields Park District

As the contract holder for your event scheduled for \_\_\_\_\_ you are responsible for all participants and/or guests that are in attendance. It is therefore very important that you make yourself familiar with the rules and regulations regarding public park spaces.

This letter is intended to bring your attention to the rules that specifically pertain to the service and consumption of alcoholic beverages while you have the facility reserved for your event.

**Regarding alcohol consumption:** In order to serve alcohol at your event, you must possess a permit from Olympia Fields Park District or you will be subject to the loss of your security deposit and a citation issued by the Olympia Fields Police Department.

**Use of alcoholic beverages at a park facility or outside on public land is prohibited without a permit.** If you are not serving alcohol, you must ensure that none of your guests are consuming alcoholic beverages while at your event.

**If you have secured a permit to serve alcohol from the Olympia Fields Park District, you are responsible for your guests' safety and conduct.** You must ensure that your guests stay within the area of the facility that you have reserved. There is no alcohol allowed beyond the area rented, *especially* in the parking lot.

**Olympia Fields Police officers will enforce the law according to the State of Illinois.**

**Please be aware the Village of Olympia Fields has a noise ordinance in effect.** After 10:00pm the volume **must** be turned down. No speakers or DJs will be allowed to set-up outside the building, except for a ceremony before dusk.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

