

VILLAGE OF HOWARDS GROVE  
PARK RENTAL GUIDELINES & CHECK LIST

The person renting the shelter building must be 18 years of age or older. No reservation is confirmed until rental fee and security deposit are received. Checks from anyone other than the signer of this form will not be accepted.

Rental/security deposit fee is \$150.00 for Village residents, or \$200.00 for non-residents. These amounts include the security deposit of \$65.00 and must be paid upfront to reserve the date. Building must be cleaned out and locked up by 10:00 p.m. All cleaning must be done immediately following your event, as there may be other rentals the same weekend. After your event, the Village will inspect the facility, and may retain the deposit to cover the cost of cleanup and/or repairs. If cleanup is satisfactory, the security deposit of \$65.00 will be refunded via mail to the name and address on the rental form. You will be billed for actual costs if damage, garbage removal by Village and/or Village clean-up costs exceed \$65.00. Failure to lock all doors will result in a \$25 charge, or more, if damage results from unauthorized access. You will be given a cleaning checklist when the key is picked up.

**Key must be picked up during business hours at Village Hall (8:00- 4:00 Monday through Thursday and 8:00-Noon on Fridays). Weekend rentals may pick-up the key starting on Wednesday.** Village staff is not responsible to help you get the key after regular business hours, however, IF staff is available to provide you with afterhours access, you will be charged a minimum of \$50 (or actual costs, if more) for the employee's time, which will be taken out of your deposit. Fees will not be refunded if you fail to pick up your key and you are unable to access the building for your event.

**You are renting only the shelter building.** The park is public, and the volleyball courts, baseball diamonds and playground equipment are for public use. Placement of tents or other temporary structures may only be done with prior approval of the Village. Please mention your intention to have a tent at the time you reserve the shelter.

**Rental Agreement:** As a condition of being allowed to rent the park facility, I understand that the rental fee is non-refundable and I am personally responsible for the care and preservation of the park equipment located in the building rented. If I fail to abide by the regulations of the rental agreement and checklist, I understand I will be responsible for any repairs or cleaning costs. **I also understand that failure to vacate and clean the shelter building by 10:00pm will result in forfeiture of my \$65 deposit, failure to lock all of the doors will result in a minimum \$25 charge, failure to return rental key at the end of rental day to Village Hall drop box will result in a minimum \$25 charge. I understand that this is a one-day rental, and that I may not access the building the day before or the day after my rental, without paying the rental fee for additional days.** Cancellations more than 14 days prior to the reservation, will receive a refund of the rental fee less a \$15.00 processing fee. Cancellations less than 14 days prior to the reservation date will not be refunded. I have read and agree to abide by the above rules for park shelter building rental.

Print name \_\_\_\_\_ Organization \_\_\_\_\_  
(if applicable)

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Approximate time reserved \_\_\_\_\_ until \_\_\_\_\_

Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Park reserved: **MEMORIAL** Date of Reservation Requested \_\_\_\_\_  
(circle one) **RIVERSIDE**

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**FOR OFFICE USE ONLY:**  
Date \_\_\_\_\_ Amount Rental/Deposit paid \_\_\_\_\_ Rec # \_\_\_\_\_  
Key Number \_\_\_\_\_ Date Key ret'd \_\_\_\_\_

Deposit Return: Date of check \_\_\_\_\_ Check # \_\_\_\_\_ Amount \_\_\_\_\_