



Office: 905 Orange St, Lexington, IL 61753
lexingtonparkdistrict@gmail.com

Park Rental Policy & Agreement

CONTACT INFORMATION

Name: _____ Group/Organization: _____
 Address: _____ Phone Number: _____
 City, State, Zip: _____

EVENT INFORMATION

Date: _____ Pavilion/Pool: _____ Type: _____
 Set-Up Time: _____ Event Start Time: _____ Event End Time: _____

Rental pavilions/Pool parties and what are available at each park are listed below:

Keller Park Pavilion

- * Pavilion
- * Picnic Tables (13)
- * Play Structure
- * Swing Set
- * Restrooms (May-Oct)
- * Electric

Pool Pavilion

- * Pavilion
- * Picnic Tables (12)
- * Sand Volleyball Court
- * Restrooms (June-Aug)
- * Electric

Legion Pavilion

- * Pavilion
- * Picnic Tables (12)
- * Swing Set
- * Restrooms (Upon Request)
- * Electric

Lexington Pool Party

- * Pool – one or both
- * Picnic Tables (5)
- * Lifeguards (additional cost)
- * Music
- * Restrooms
- * Electric

Rental Fees & Damage Deposits

Rental fee is \$25.00 for each pavilion. Pool rental fee is \$70 for 1 pool or \$100 for both. All events require a \$25.00 damage deposit due before the event. All or part of the deposit may be refunded if the park is cleaned satisfactorily and there is no damage to building, facilities, and/or equipment.

<i>For Lexington Park Use:</i>							
Rental Fee (Pavilion)		Date Paid		Paid By	Cash Check #		Initials
Pavilion Rented:							
Pool Fee (Pool party)		Date Paid		Paid By	Cash Check#		Initials
Damage Deposit		Date Paid		Paid By	Cash Check#		Initials

Lexington Park District – Park Rental Policy & Agreement

By signing the agreement, the renter agrees to adhere to the following requirements and agrees to accept the consequences for his/her failure to do so.

1. **Park Hours.** Since Lexington Park District pavilions are located near residential neighborhoods, renters are permitted to use the rented pavilions between the hours of 8:00 a.m. – 10 p.m. unless special permission is granted.
2. **Pool Parties.** Pool parties are held outside of normal operating hours on Friday and Saturday, unless special permission is granted.
3. **Alcohol.** No alcohol is permitted in the pool/park. Renters assume all liability if alcohol is consumed at their function.
4. **Nuisance.** The renter is responsible for the conduct of guests during the rental period. The cause of public nuisance, at the discretion of the Police/Sherriff Department, will be grounds for ejection at the facilities.
5. **Parking.** Parking is permitted in parking lot and west side of street once past the residential neighborhoods. No parking on walking trails.
6. **Trash.** Trash containers will be provided. Renters must ensure that all trash is placed in these containers. Park employees will dispose of trash in the containers during normal work hours after the event.
7. **Damage Deposit.** There is a \$25.00 deposit required in addition to the rental fee, which shall be returned only if the Park Staff determines that all conditions of this Rental Agreement have been met. The Renter's responsibility shall not be limited to the amount of the deposit. In the event of a violation of this Rental Agreement the deposit may be retained by the Park.
8. **Adult.** Renters must be at least eighteen years of age. The event must be supervised by a responsible adult.
9. **Facilities Rented.** Most of the events for which pavilions are rented occur on weekends. The only restrooms for each pavilion are located in the park; all patrons must share them respectfully.
10. **Event Insurance.** Event insurance may be required depending upon the activities planned at the park, such as request for inflatables or use of a baseball field (if available). If event insurance is required, the Lexington Park District is to receive a Certificate of Insurance and be named as Additional Insured. Liability limits must be no less than \$1,000,000 per occurrence.
11. **Refunds.** There are no refunds due to inclement weather, messy facilities, or for any other reason. If the facility has not been adequately cleaned when the renter takes occupancy, you are encouraged to photograph the pre-existing conditions to assist the Park in determining refund. You are expected to leave the pavilion/pool and grounds in good condition at the end of your event.
12. **Conflict.** If the renter encounters a conflict, they are encouraged to contact the park at lexingtonparkdistrict@gmail.com.
13. **Reservations/Cancellation Policy.** Upon receipt of this signed document with full rental payment and damage deposit the facility will be reserved on the requested date. In the event of cancellation, payment will only be refunded if written notice is received no less than 7 days prior to rental date.

With your signature, the above terms are accepted.

Renter Signature

Date