

Administration Office  
9424 S. Mapleton Road  
Mapleton, IL 61547  
309-697-2944  
Website: [www.hollispark.org](http://www.hollispark.org)



Hollis Recreation Center  
10107 S. Vine Street  
Mapleton, IL 61547  
309-697-2944 **ext. 1**  
Facebook: Hollis Park District

### BUTLER HAYNES PAVILION RENTAL AGREEMENT

Date(s) of Use: \_\_\_\_\_ Hours of Use: \_\_\_\_\_ am/pm - \_\_\_\_\_ am/pm

Person in Charge: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

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

Email: \_\_\_\_\_ Cell Number: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

☐ Check for e-mail notifications ☐ Check for Text Messages Carrier: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Number in Group: \_\_\_\_\_

#### *For Office Use*

Total Rental Fee \$ \_\_\_\_\_ plus \$25.00 key deposit due when key is picked up.

Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Cash/Check/CC#: \_\_\_\_\_ Rec'd By: \_\_\_\_\_

Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Cash/Check/CC#: \_\_\_\_\_ Rec'd By: \_\_\_\_\_

Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Cash/Check/CC#: \_\_\_\_\_ Rec'd By: \_\_\_\_\_

Date: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Cash/Check/CC#: \_\_\_\_\_ Rec'd By: \_\_\_\_\_

Key Deposit: \$ \_\_\_\_\_ Key #: \_\_\_\_\_ Date picked up: \_\_\_\_\_ Rec'd By: \_\_\_\_\_

Key Returned Date: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ ☐ Deposit Returned

#### **Reservation Policy**

1. Parties reserving Hollis Park District facilities shall pay a deposit of no less than 50% of the rental fee at the time of reservation. No reservation shall be in effect until such deposit is received.
2. The full rental fee must be received before key may be picked up.
3. **Cancellation of Reservation**
  - a. Parties who may cancel reservations for use of Hollis Park District facilities prior to 60 or more days before scheduled usage shall be entitled to full refund of deposit.
  - b. Parties who may cancel reservations for use of Hollis Park District facilities within 59 days of scheduled usage shall forfeit the entire reservation deposit.
4. Parties reserving Hollis Park District facilities are required to read, sign, and date this form as a "Statement of Knowledge and Intent to Abide the Rules and Regulations Regarding Usage of Hollis Park Facilities" and a "Waiver of Liability". Reserving parties shall be given copies of the signed agreement upon request. Such waiver shall be retained in accordance with record retention practices of Hollis Park District. In case of cancellation, signed copies may be disposed.
5. Hours of use are limited until 9:00 pm.

6. Grace periods for set up time and cleanup time are limited to 30 minutes prior to reservation and 30 minutes after end of reservation. Exceptions to this need prior approval from Park Director or Superintendent of Recreation.
7. Keys may be picked up no more than **one business day** before rental during normal business hours. If scheduled rental is on a Park holiday or Sunday, keys may be picked up the last business day before the scheduled rental during normal business hours.
8. Key deposit will be returned to renter when key is returned within the next business week and the facility is deemed to have been returned to its original condition.

#### **Conditions of Use**

1. Alcoholic beverages are strictly prohibited on Hollis Park District properties.
2. Equipment and Facilities owned by the Park District may not be used by anyone for his/her private gain.
3. The undersigned shall be responsible for full replacement cost of damaged facilities or equipment.
4. Hollis Park District Rules are posted on bulletin boards at all Park District facilities.
5. I/we will abide by and see that all members of my/our group abide by all rules and regulations of the District and all directions issued by Hollis Park District personnel.
6. I/we understand that we are responsible for cleaning the facility after use.  
*Cleaning shall include but not be limited to:*
  - a. **Removal of all food and/or other items brought during use of the facility.**
  - b. **Removal of trash to provided dumpsters and replacement of trash can liners.**
  - c. **Clean and return all tables and chairs back onto their holding racks.**
  - d. **Clean any Hollis Park District utensils used.**
  - e. **Floors swept and mopped, windows closed, all lights turned off.**
  - f. **Extinguish all outside fires.**
7. I/we understand that only the equipment or facilities, for the specified period, described in this document may be used. I/ we understand that if we use other equipment or require extra time I/we shall be responsible for additional charges.
8. As a user of Hollis Park District facility, I/we recognize and acknowledge that there are certain risks of injury or bodily harm and I/we agree to assume the full risk of any injuries up to and including death, damages or loss, which might be incurred as a result of using any or all Hollis Park District facilities.
9. I/we agree to waive and relinquish all claims I/we may have as a result of using Hollis Park District facilities, the Park District and its Officers, agents, servants, and employees of any and all claims from injuries, up to and including death, damages or loss, which might be incurred as a result of using any or all Hollis Park District facilities.
10. I/we further agree to indemnify and hold harmless and defend the Park District, its officers, agents, servants, and employees of any and all claims from injuries, up to and including death, damages or loss, which might by myself and rising out of, connected with, or in any way associated with the use of Hollis Park District facilities.

I have read and fully understand and shall comply with all the conditions as described in this document.

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**Facility Renter**

**Date**