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

HOLLIS PARK DISTRICT

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: _____ **Alternate Phone**: (_____) _____-_____

□ Check for e-mail notifications □ Check for Text Messages

Name of Event: _____ **Number in Group:** _____

For Office Use Only

Total Rental Fee $_____ plus a $75.00 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 Butler Haynes Pavilion shall make a **payment** of **at least half** of the **total balance** within **three (3) business days** of **approval** to **save** the **date**.
2. The **full rental fee** must be **received before** the **key** may be **picked up**.

Cancellation of Reservation

1. If a reservation is cancelled **60 or more days** prior to the scheduled reservation date, all rental fees paid will be refunded in full.
2. If a reservation is cancelled **59 days or fewer** prior to the scheduled reservation date, **50% of the total rental fees will be forfeited**. Any amount **paid in excess of 50%** of the total rental fees **will be refunded**.

Conditions of Use

1. 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 of.

2. Hours of use are limited until 8:00 pm.
3. Keys may be picked up no more than ***two business days*** 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. ***For lost keys, renters will be charged $150.***
4. Key deposit will be returned to renter when the key is returned within the next business week and the facility is deemed to have been returned to its original condition.
5. **Alcoholic beverages are strictly prohibited on Hollis Park District properties.**
6. Equipment and Facilities owned by the Park District may not be used by anyone for his/her private gain.
7. The undersigned shall be responsible for full replacement cost of damaged facilities or equipment.
8. Hollis Park District Rules are posted on bulletin boards at all Park District facilities.
9. 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.
10. 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, sanitize and return all tables and chairs back onto their holding racks. *(The cleaner and sanitizer are in the kitchen under the sink.)*

    d. Clean any Hollis Park District utensils used.

    e. Floors swept and mopped, windows closed & locked, all lights turned off.

    f. Extinguish all outside fires.

    g. Lock the hallway and entrance door.
11. 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.
12. 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.
13. 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 form 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.
14. 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, fully understand, and shall comply with all the conditions as described in this document.

Facility Renter Signature **Date**

11-2026