



## General Rental Rules and Regulations

1. Rentals will not be reserved without full payment, maintenance deposit, and renter's signature on the contract. **Renters must be 25 years or older.**
2. The Langendorf Center closes at 10 p.m. **Room rental after 10 p.m. will result in additional fees. Rental times include any decorating and clean-up time needed for your rental.** Rental of the building does not include rooms not specified on this application, nor does it include park district equipment, except as included in the application. Rental of the building does not include park personnel, except for basic room set-up. Use of any equipment, other than that furnished with facilities rented above, must have prior approval, and under no circumstance may equipment be moved by anyone other than building supervisor.
3. In order to rent any facility at the Barrington Park District, full payment is required. A maintenance deposit of \$100 is due upon receipt of your contract if you are renting the Barrington Room, Gym, Pavilion, The Lodge, and the Pepper Family Tree House.
4. A 10% service charge will be deducted from all refund requests.
5. If anyone requests to rent a facility for a program that the park district currently offers, the Barrington Park District reserves the right to deny the rental due to conflict of interest.
6. Renter must stay until their entire party has departed. Renter is responsible for the conduct of the people admitted and for any damage and negligent breakage that occurs during the rental.
7. Renter is responsible for cleaning the kitchen and all equipment used during rental. All rooms must be left in the same condition they were found.
8. **If there is damage to the room or Park District property, or the room is not left in the same condition in which it was found, the \$100 maintenance deposit will be forfeited. Last minute or day-of facility changes to your rental will incur additional fees.**
9. Youth activities require a 1 to 10 adult / youth chaperone ratio.
10. **No alcohol is permitted in any Park facility except for the Barrington Room, Jewel Tea Pavilion, and the Lodge. Special procedures, application, and fees are required. Failure to adhere to this policy forfeits your deposit check and criminal charges may apply.**
11. No smoking in any building.
12. No animals permitted on Park District grounds.
13. No lighting effects employing actual fire are to be used. This prohibits the use of candles, lighted lanterns, or torches, etc.
14. No confetti, glitter, flower petals, silly string, etc.
15. No wax or abrasive material may be used on the floors of any indoor rooms.
16. The Barrington Park District is not responsible for damage to or loss of personal property or for any injuries that may occur to renters or their attendees.
17. Nothing shall be sold, given, exhibited, or displayed without permission.



## Picnic Shelter and Grove Rules and Regulations

1. Picnic reservations are required to secure a picnic shelter and grove. They are obtained by calling the Park District Office – 847-381-0687 between the hours of 9am – 5pm Monday through Friday.
2. The number of people attending the picnic determines the fee. Fees are to be paid upon application.
3. Full Payment – Full payment must be made or your picnic rental will not be reserved. No holding picnic rental dates! Picnic rentals will not be reserved without full payment, and renter's signature on the rental application indicating they have read and understand these rules and regulations.
4. The number of people attending the party at the time of application will determine the tables assigned to the location. All other picnic tables are reserved for other areas and **cannot** be removed from adjoining picnic groves.
5. **No alcohol is permitted in any shelters. Failure to adhere to this policy forfeits your deposit check and criminal charges may apply.**
6. Because of the high liability risk, unusual play or "Carnival" devices cannot be brought into picnic areas without special permission of the Superintendent of Parks and Facilities. All approved requests must accompany a certificate of insurance naming the Barrington Park District as additionally insured.
7. Motorized vehicles are not allowed on turf areas or equipment access roads in the picnic area.
8. Abusive language or conduct to other park users or Park District staff will not be tolerated and will result in person or persons involved being asked to leave park grounds.
9. Parking: The main parking lot is designated primarily for access to the pools and Langendorf Center. The picnic parking lot south of the pools is designated for the picnic groves and shelters.
10. Service Charge – A 10% service charge will be deducted from all refund requests.
11. Refunds - A refund will only be given if a cancellation occurs due to inclement weather; the 10% service charge will be waived.

## Rental Group Classification

### **Resident:**

Individuals residing within the Barrington Park District whose usage is not for the purpose of making a profit or charging a donation (parties, showers, social events).

### **Non-Resident:**

Individuals not residing within the Barrington Park District whose usage is not for the purpose of making a profit or charging a donation (parties, showers, social events).

### **Not-for-Profit (Proof of 501c3 required):**

Non-profit groups, civic organizations, governmental units, etc. whose usage is not for the purpose of making a profit or charging a donation (church groups, scouts, Homeowners' association, etc.)

### **Commercial:**

Commercial business of any nature (resident or non-resident).

