



GENERAL RENTAL RULES AND REGULATIONS

1. The Langendorf Center closes at 10 p.m. The Lodge and Pavilion close at 9:30 p.m. **Room rentals after hours will result in additional fees. Rental times include any decorating and clean-up time needed for your rental.** Room rentals include tables, chairs, set-up of desired layout, and use of kitchen where applicable. It does not include additional rooms, park personnel, table linens, or any electronic equipment (additional fee applies for electronic equipment). Use of any equipment, other than that furnished with facilities rented above, must have prior approval.
2. Under no circumstances may renters access cabinets or closets, or move equipment.
3. Renter must stay until their entire party has departed. Renter is responsible for the conduct of their invited guests and for any damage and negligent breakage that occurs during the rental.
4. Renter is responsible for cleaning the rooms rented and all equipment used during the rental. All rooms must be left in the same condition as they were found.
5. **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 and additional charges may occur based on degree of damage. Last minute or day-of facility changes to your rental will incur additional fees.**
6. Youth activities require a 1 to 10 adult/youth chaperone ratio.
7. No animals permitted on Park District grounds.
8. Driving on any Park District grass is prohibited.
9. **No smoking in any building.**
10. The use of candles (floating and jar candles allowed), lighted lanterns, fireworks, or torches, etc. is prohibited. No confetti, rice, glitter, silly string, etc. No wax or abrasive material may be used on the floors of any indoor rooms.
11. Because of the high liability risk, inflatable toys or “Carnival” devices cannot be brought onto Park property 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 and a fee of \$50 per item.
12. Nothing shall be sold, given, exhibited, or displayed without permission.
13. 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 the Park grounds.
14. 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.
15. A 10% service charge will be deducted from **all refund requests**. Cancellations made within 60 days of reservation will forfeit 50% of total rental fee.
16. **All applications will be reviewed by Barrington Park District personnel before approval and the Park District reserves the right to refuse any application.**

Rental Classifications

Resident:

Individuals residing within the Barrington Park District boundaries 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.)

I, (WE), HAVE READ THE FOREGOING RULES AND REGULATIONS AND HAVE RECEIVED A COPY THEREOF TOGETHER WITH A COPY OF THE BARRINGTON PARK DISTRICT ORDINANCE REGULATING THE SERVICE OF ALCOHOL ON PARK DISTRICT PROPERTY; I UNDERSTAND THE TERMS THEREOF; AND AGREE TO BE BOUND THEREBY.

Renter's Signature: _____ **Date:** _____

Renter's Signature: _____ **Date:** _____