

Marengo Park District

Building Use Obligation and Responsibilities

It is the responsibility of the party(ies) signing the rental agreement to see that these obligations and responsibilities regarding their rental are carried out.

Rental times are to include: any time that may be needed to decorate (before your event), AND any time needed to clean up after your event.

Event Coordinator (supervisor) will be provided during your rental time. They will check on you periodically to see if you need any assistance.

Please keep in mind the refrigerator (which is included in kitchen rentals) is also used for park programs and may not be completely empty. You may want to check this out the week of your rental during normal business hours to see what space is available.

ENFORCE ALL PARK DISTRICT RULES

NO alcoholic beverages on premises.

Smoking is allowed outside the rear entrance door only!

No thumbtacks or nails on walls or woodwork.

No confetti allowed.

Fireplace (in season) can be lit at no charge by your Event Coordinator.

The building is to be left in the same condition it was in, prior to your event. Supplies for cleanup will be provided for you by your Event Coordinator (if you need assistance, please see this individual).

- Clean the kitchen (if in your rental agreement).
- Wipe down tables and chairs. (Tables and chairs will be taken down by park staff at no charge to you the following day). Chairs should be pushed up to tables, or placed along the walls. Please do not stack as they vary and not all stack together.
- Close and lock all windows/doors that were opened.
- Clean up any streamers, balloons, etc. (Tape must be rolled to prevent wall damage).
- Vacuum will be provided for you. It is your responsibility to vacuum the room.
- Garbage bags are provided for you. Garbage is to be deposited in the park dumpster located in the rear parking lot.
- Please check all bathrooms for any necessary cleaning as well.

Security Deposits

Your security deposit will be mailed to you 24 hours following your rental. Failure to comply with the rental specifications could cause a partial, or complete forfeiture of your deposit at the discretion of the Maintenance Department of Marengo Park District.

If you have any questions or concerns regarding your rental, please contact our office during normal business hours Monday-Thursday 5 am-10 pm, Friday 5 am-8 pm, Saturday 7 am-2 pm or Sunday 9 am-2 pm. 815.568.5126

Signature: _____ Date: _____