



## Rental Regulations

**PAYMENT:**

To qualify for the resident rate of any Park District programs or rentals, an individual or organization must show proof that they reside in Dolton. Online requests must be made under the household/organization's account that the event is for and will determine rates automatically. Acceptable proof for paper applications includes a driver's license or state ID with an Dolton address or two of the following: telephone (not cell phone) or other utility bill, vehicle registration card, voter registration card, or Village of Dolton vehicle sticker receipt. To qualify for the non-profit rate, organizations must have and submit documentation demonstrating 501(c)(3) status with the IRS. Without this paperwork, renters will automatically be charged Non-Resident Private Rental Rates.

Please note that payment of the deposit (and full payment for rentals scheduled less than a month in advance) must be paid at the time of registration. The monies for this deposit and fees must be in the renter's name (i.e. from a checking account or credit card belonging to the renter or organization listed on the application).

The rental form must include all set-up and clean-up time required for your rental, excluding the setup of tables and chairs, which will be taken care of by the Facility Attendant. Payment for any remaining rental fees must be paid no later than one month in advance of the start of the rental. If payment is not received by this date, the reservation will be cancelled and a \$25 cancellation fee will be deducted from the deposit.

A refund for the deposit will be issued approximately 2 weeks after the conclusion of the rental minus any costs for damages, additional staff time required for clean-up, or other miscellaneous charges (although deposits paid by credit card are generally processed faster). Our facilities receive heavy use and arriving before or staying beyond the agreed-upon times listed in the rental agreement places a hardship on both the staff and facility. Because of this, renters should make their best effort to accurately list the full set-up, event, and clean-up times that will be needed for their rental. Any renter that arrives or stays beyond the scheduled time will be charged an additional amount at 1.5 times the hourly rate. The option of staying later than the scheduled time is subject to the availability of both the facility and the staff.

**CHANGES:**

Once a rental has been confirmed, any changes that are needed should be made in writing using the contact information listed above. If within 30 days of a rental, a renter needs to extend their rental or make any additions to their rental package that results in additional fees, those additional fees must be paid before the change will be confirmed. Cancellations (or reductions in the hours of a rental) must be made in writing at least 30 days prior to the rental in order to receive a full refund of fees, minus \$25 cancellation fee (which will be deducted from the deposit). Any cancellations made less than 30 days before the start of the rental will be refunded according to the following schedule:

Date of Cancellation	Renter Receives
At least 30 days in advance	100% of deposit + 100% of rental fee minus \$25 cancellation fee
15-29 days in advance	100% of deposit + 50% of rental fee
7-14 days in advance	100% of deposit + 25% of rental fee
Less than 7 days in advance	Deposit is returned, but full rental fee is kept

Signature of Applicant: \_\_\_\_\_