



## O'Fallon Parks & Recreation

### Pavilion and Facility Rental General Information

The City of O'Fallon Parks & Recreation Department offers pavilions and facilities located in various parks for the use of the general public. **Pavilions available for rent from March 1<sup>st</sup> – October 31<sup>st</sup> only.** Reservations must be made in advance at the Park Office (Monday 7:30 AM – 5:30 PM Tuesday – Friday 8:30 -5:00 PM)

A special event permit will be required for any activity or rental event for the general public in the City of O'Fallon Parks & Recreation Facilities. Applications to conduct a special event must be submitted to the Parks & Recreation Department 90 Days prior. The review and approval of a Special Event is coordinated through the Parks & Recreation Department.

<b>Community Park:</b>	Pavilion #1, 2 & 3	\$ 10 Residents	\$ 30 Non-Residents
	Pavilion #4	\$ 75 Residents	\$ 125 Non-Residents
	Serving Kitchen	\$100 (\$50 Refund w/Key)	\$150 (\$50 Refund w/Key)
<b>Hesse Park:</b>	Pavilion #1 & 2	\$ 10 Residents	\$ 30 Non-Residents
	Main Pavilion	\$ 10 Residents	\$ 30 Non-Residents
<b>Rock Springs Park:</b>	Pavilion #1	\$ 10 Residents	\$ 30 Non-Residents
<b>Thoman Park:</b>	Pavilion #1	\$ 10 Residents	\$ 30 Non-Residents
<b>Family Sport Park:</b>	Pavilion #1	\$ 35 Residents	\$ 70 Non-Residents
	Henry Pavilion (H2O)	\$ 35 Residents	\$ 70 Non-Residents

Pavilion reservation fees must be paid in full at the time the reservation is made. Pavilions are available for use between the hours of 8:00 a.m. – 11:00 p.m. daily. A full refund will be made if a reservation is cancelled at least 14 days (two weeks) prior to the reservation date. In the event that weather causes the cancellation of a planned event, the reservation may be rescheduled to any other open date at no additional charge. If no other date is available, or acceptable, a refund of fifty percent (50%) of the Pavilion Reservation Fee will be made. All refunds will be a credit on account.

#### General Pavilion Information:

##### Community Park:

Pavilion #	# of Tables & Size	Seating	Electricity	BBQ Grill
#1	6 – 6 foot	36	YES	YES
#2	6 – 6 foot	36	YES	YES
#3	6 – 6 foot	36	YES	YES
#4	20 – 6 foot	120	YES	YES
#5	Serving Kitchen: Sink refrigerator, ice machine, water, and electricity (Weekend rentals will be provided a key)			

##### Hesse Park:

Pavilion #	# of Tables & Size	Seating	Electricity	BBQ Grill
#1 Upper	4 – 8 foot	32	NO	YES
#2 Lower	4 – 8 foot	32	NO	YES
Main Pavilion	4 – 8 foot	32	YES	NO

##### Rock Springs:

Pavilion #	# of Tables & Size	Seating	Electricity	BBQ Grill
#1	8 – 6 foot	48	NO	YES

##### Thoman Park:

Pavilion #	# of Tables & Size	Seating	Electricity	BBQ Grill
#1	8 – 6 foot	48	NO	YES

##### Family Sports Park:

Pavilion #	# of Tables & Size	Seating	Electricity	BBQ Grill
#1	6 – 8 foot	48	YES	NO
Henry Pavilion (H2O)	8 – 8 foot	64	YES	YES

**Serving Kitchen Reservations & Fees:**

Kitchen facilities can only be reserved for groups of 100 or more. \$50 will be refunded if the kitchen is found by the Parks & Recreation Department to be clean at the end of the event. In the event that the kitchen is found **not** clean then, the \$50 will be retained by the Parks & Recreation Department. Kitchen buildings must be swept and cleaned upon departure, and any equipment used must be cleaned and in place. The following items will be provided for use in cleaning the kitchens: broom, mop, rags, dustpan, bucket/wringer and cleanser.

**Park and Pavilion users are to follow all Rules and Regulations as posted:**

- Solicitation or sale of items is not permitted without specific authorization from the city.
- Parking is permitted only in parking lots or other designated areas. No vehicles are permitted on grass or rock areas unless authorized.
- General park rules and applicable city ordinances are posted on signs throughout the Parks. Violation of these rules or city ordinances will cause denial of future use.
- No open fires. Barbecue pits are available throughout the Parks.
- No glass containers of any kind, no dogs or cats (except Rock Springs) allowed, no beer trucks or beer trailers are allowed, and all trash must be picked up before leaving, trash containers are available throughout the Parks.

Reservations are accepted on a first come first serve basis beginning March 1st for April 1st – October 31st of the current year. Reservations will **not** be accepted over the phone. However, you can fax a completed form with credit card information. Reservations for meetings or parties for anyone under the age of 21 years require a chaperone twenty-one years of age or older. The reservation form must be signed by the chaperone. The City of O'Fallon retains the original Permit Application in its files. The applicant or permit holder, or designee, must be present at the facility and have permit available (If requested by Park Department Employees or Police). Bathrooms are located and open for use April 1st – October 31st of the current year at the Community Park, Hesse Park, and Rock Springs. The Family Sports park bathrooms are open all year round.

Each group or organization is responsible for the condition of the area being used. Permit holders will be held financially responsible for damage or abuse to buildings, tables or other equipment that appear to be beyond normal wear. Please report any damage, vandalism or dangerous conditions to the Parks & Recreation Department immediately.

The City of O'Fallon Parks & Recreation Department reserves the right to deny any Permit Application if, in our sole judgment, such application is not consistent with the location or equipment available, the granting of a Permit would cause damage to persons or property within the parks, or such use is not consistent with the park area requested.

**KCCC &  
Rotary Nature Center**  
Building Rules and Regulations

**Purpose-** The Katy Cavins Community Center (KCCC) and Rock Springs Nature Center (Facilities) is operated by the O'Fallon Parks & Recreation Department and are available for rent all year round. These rules and regulations are intended to ensure that the facility will be used for education and recreation without sacrificing the quality of life in the surrounding neighborhood.

<b>KCCC:</b>	<b>2-Hr Rental</b>	<b>Half Day (8 am-3 pm/3 - 11 p.m.)</b>	<b>Full Day</b>
<b>Meeting Rm. Resident</b>	\$ 30.00*	\$ 80.00*	\$150.00*
<b>Non</b>	\$ 50.00*	\$150.00*	\$250.00*
	* Weekdays & Evenings Only		
<b>Assembly Hall Resident</b>	\$ 75.00**	\$175.00	\$350.00***
<b>Non</b>	\$100.00**	\$275.00	\$550.00***
	**Special Request Only	***Required for Saturday Rentals	
<b>Clean Up/Damage Deposit:</b>	<b>\$250.00</b> (Refundable upon Inspection and Key Return)		
<b>Building Attendant:</b>	<b>\$ 20.00 per Staffing Hour</b> i.e. 7 p.m. - 12 a.m. Additional \$100.00		
(Determined by Park Staff)			
<b>Take Down and Clean Up Fee:</b>	\$ 25.00 (10 Tables/80 Chairs)	<b>Up &amp; Down:</b>	\$ 50.00
	\$ 75.00 (11-20 Tables/160 Chairs)		\$150.00
(Round Table	\$ 100.00 (21-30 Tables/240 Chairs)		\$200.00
Measurement 60")	\$ 1.00 (per additional Table)		
	\$ .10 (per additional Chair)		
<b>Insurance:</b>	<b>If Serving Alcohol: Proof of DRAM Shop Insurance Required with City listed as co-insured/additionally insured. Policy must be for \$1 Million.</b>		
	<b>If Selling Alcohol: Contact City Clerk 624-4500 x1101</b>		

<b>Rock Springs Rotary Nature Center</b>	<b>Full Day Rental</b>
<b>Resident</b>	<b>\$150.00</b>
<b>Non</b>	<b>\$250.00</b>
<b>Clean Up/Damage Deposit:</b>	<b>\$250.00</b> (Refundable upon inspection and Key return No later than Tuesday after rental)

For Invitation Information:	Community Park KCCC 308 East 5 <sup>th</sup> Street	Rock Springs Park Rotary Nature Center 1432 E 3 <sup>rd</sup> Street
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**Qualified Groups and Individuals-** The facilities may be reserved for use by the following, subject to the terms of these rules and regulations:

The Director of Parks and Recreation must approve profit and non-resident organizations in advance.

<b>KCCC Hours:</b>	Sunday - Thursday	8:00 a.m. - 10:00 p.m.
	Friday - Saturday	8:00 a.m. - 11:00 p.m.

**All events are to be concluded and clean up completed by closing time (Renters must clear the facility one hour prior to contract end time).** Set Up and Clean Up must be done only during the time the facility has been reserved. **Early set up or late clean up will not be permitted without additional rental fees.**

**Areas Available-**

1. Assembly Hall (capacity - 275 persons)
2. Meeting Room/ Kitchen (capacity - 20 persons)
3. Basement (limited-100 persons)

**Set Up and Clean Up-** All set up and clean up is to be done by groups using the facility. Clean up equipment will be made available in the janitorial room next to the ladies restroom. Failure to properly clean the building will result in forfeiture of rental deposit and denial of future reservations. **All trash is to be bagged, tied, and removed from the building and placed in receptacles located on the east side of the building.**

Set Up and Take Down service available upon a 7 day notice. Foods providers (Caters) are still required to **bag and remove** trash into dumpsters as well as clean table tops.

**\*\*CHAIRS & TABLES MUST BE PLACED NEATLY ON RACKS IN CLOSETS.**

Groups must take precaution to protect City property from damage and mistreatment and be responsible for leaving the facility clean and in the condition it was found. In cases where property has been damaged or abused beyond normal wear, the City shall be paid for damages by the organization(s) and person(s) involved.

**Parking-** Parking is available in designated parking spots only. The parking lot across from Memorial Pool is available and there is limited space in front of the Community Center.

**Reservations-** Reservations for the Facilities can be made with the Park Office on a first-come first-serve basis. **Rental fees and other charges must be paid in full** when the reservation is made. Dates can be checked over the phone; however, dates will not be reserved until all necessary paperwork is received in the office. The Department can accept reservations on an on-going basis with approval from the Director of Parks and Recreation.

The O'Fallon Parks & Recreation Department reserves the right to deny the use of the building for any event or purpose deemed by the Department to be: contrary to the public health, welfare, safety, disruptive to the surrounding neighborhood, promoting hate, violence, disorderly conduct, or unusually burdensome to the City's public safety resources. These types of events are contrary to the purpose of the Facilities.

The O'Fallon Parks & Recreation Department, other authorized personnel, or City of O'Fallon Police may revoke any permit previously granted, at any time, if it is determined that the application of permit contained misrepresentations or false statement; or, that any conditions set forth in the policies governing the safety of the participants in the activity/event of the applicant or the other patrons or visitors to the Facilities is endangered by the continuation of such activity/event is in progress.

The Director of Parks and Recreation may designate prime time (weekends and evenings from 5:00 p.m. until closing); and, non-prime time hours with separate rental terms and conditions governing each. Standing reservations for regular meetings will be made only with approval of the Director of Parks and Recreation.

**Cancellation Policy-** Rental fees will be refunded in full if a reservation is cancelled at least 14 days prior to the scheduled event. If less than 14 days but at least 48 hours prior to the scheduled event, 50% of the rental fee will be refunded. Less than 48 hours notice will result in forfeiture of the entire fee. Damage deposit and security patrol will be refunded less any expenses incurred by the cancelled event.

**Alcoholic Beverages-** No alcoholic beverages are allowed to be sold or consumed in the building or areas immediately surrounding the building without DRAM Shop Insurance.

**No Alcoholic Beverages- Will Be Permitted in Rock Springs Rotary Nature Center.**

The City of O'Fallon Parks & Recreation Department will not be liable for any claims for injury to damages resulting from or arising out of the use of the Facilities premises and the permit holder agrees to indemnify the City of O'Fallon Parks & Recreation Department and hold it harmless against any and all such claims, damages, losses, or expenses.

#### **General Conditions-**

**a) All Park & Recreation facilities are smoke free.**

- b) No equipment installation or building modifications are to be made unless approved in advance by the Director of Parks and Recreation.
- c) Decorations used in the building are to be as fireproof as possible. Decorations to be attached to the building are to be approved by the Building Supervisor. Decorations are to be removed by the end of the event.
- d) The Facilities is not equipped for cooking; but, prepared food may be brought into the building for serving, provided all food and catering equipment is removed at the end of the event/activity.
- e) Activities/events are to be carried on inside the building only and are not to expand to adjoining parking areas in a manner as to disturb neighbors.
- f) No candles or other flammable materials shall be used, except for food warming equipment brought by caterers. This includes centerpiece.
- g) The set up of chairs and tables is the responsibility of the group utilizing the facilities. The group is also responsible for the return of the tables and chairs to their original storage locations in good order.
- h) All activities/events shall be properly controlled and supervised whenever persons participating in the activity are less than 18 years of age. **A minimum of 1 adult representative per 10 youth must be present (the hiring of the building attendant will be determined by the Parks staff)** at youth events during the entire activity/event. In the event of the Police being called for a disturbance inside or outside of the facility O'Fallon Parks and Recreation will hold all or partial amount of the security deposit. Teen parties will be by invitation only, which needs to be vetted by the Parks staff.
- i) It is agreed that the person and/or organization making the reservation will be held responsible for ensuring that the Facilities rules and regulations are complied with.
- j) Do not bring valuables to the Facilities.
- k) Failure to comply with the above rules and regulations can and will result in forfeiture of security deposit and denial of access to the Facilities.

**O'Fallon Parks & Recreation reserves the right to amend or modify these rules and regulations from time to time.**

O'Fallon Parks & Recreation  
255 S. Lincoln (Mailing Address)  
308 East 5<sup>th</sup> Street (Park Office)  
O'Fallon, IL 62269

Voice: 624-0139 Fax: 624-5308 www.ofallonparksandrecreation.com

**Rental Application: Picture ID Required**

Name of Applicant \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State/Zip \_\_\_\_\_

Non-Profit \_\_\_\_\_ Day/Cell Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
(Y or N) 501c3

Date of Reservation: \_\_\_\_\_ Time: \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Number Participants: \_\_\_\_\_

**Community Park:**

Pavilion #1 \_\_\_\_\_  
Pavilion #2 \_\_\_\_\_  
Pavilion #3 \_\_\_\_\_  
Pavilion #4 \_\_\_\_\_  
Outdoor Serving Kitchen #5 \_\_\_\_\_

**Hesse Park:**

Pavilion #1 \_\_\_\_\_  
Pavilion #2 \_\_\_\_\_  
Main Pavilion \_\_\_\_\_

**Rock Springs:**

Pavilion #1 \_\_\_\_\_  
Fire Pit \_\_\_\_\_  
**Thoman Park:**  
Pavilion #1 \_\_\_\_\_

**Sports Park:**

Pavilion #1 \_\_\_\_\_  
Henry Pavilion \_\_\_\_\_ (playground)

**Katy Cavins Community Center:**

Assembly Hall/Serving Kitchen \_\_\_\_\_  
Meeting Room \_\_\_\_\_  
Other (Basement) \_\_\_\_\_

**Rock Springs:**

Rotary Nature Center \_\_\_\_\_

**Alcohol & Liquor Consumption**

Do you have liability insurance? YES\_\_ NO\_\_

Will alcohol be consumed: YES\_\_ NO\_\_ If yes, \_\_\_\_ DRAM SHOP/LIQUOR LIABILITY 1M

Will alcohol be sold? YES\_\_ NO\_\_ If yes, \_\_\_\_ City Clerk/Council Approval/State Liquor License

A special event permit will be required for any activity or rental event for the general public in the City of O'Fallon Parks & Recreation Facilities. Applications to conduct a special event must be submitted to the Parks & Recreation Department 90 Days prior. The review and approval of a Special Event Permit Application is coordinated through the Parks & Recreation Department.

The undersigned, as applicant or as applicant's authorized agent in this regard, as the case may be, represents that he/she/they are the same party named on the face of this Permit Application and certifies to the Parks & Recreation Department and agrees as follows:

A: The undersigned has read the foregoing application and has completed the same to the best of his or her information and belief, and the undersigned has full and complete authority to so do and to execute the same in his or her represented capacity.

B: Applicants willful misrepresentation of any fact contained in the application shall constitute grounds for the Parks & Recreation Department to, without prior notice or inquiry of any kind, immediately deny any permit sought by applicant or, without any prior notice or inquiry of any kind, cancel, revoke or rescind any permit that may have been approved and granted to applicant hereunder.

C: Applicants failure to at all times observe and fully comply with all known rules and regulations of the Parks & Recreation Department shall likewise constitute grounds for the Parks & Recreation Department to, without any prior notice or inquiry of any kind, immediately cancel, revoke or rescind any permit that may have been approved and granted to applicant hereunder. The applicant has received a copy of all policy, procedures and requirements.

D: Set Up and Clean Up times are to be scheduled into your allotted time period. All renters must be in the facility only during the agreed rental times.

**E: Deposits: Deposits paid by credit cards will be refunded back to card on return of the key. Deposits paid by cash or check will be refunded back by check via mail 2 to 4 weeks after return of the key. Deposits will only be returned to the applicant named on the contract.**

Customer Initial: \_\_\_\_\_

**PAYMENT METHOD:** Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ Credit Card: \_\_\_\_\_

Circle Card type: Visa MC Card Holder Name (Please Print)

Card # \_\_\_\_\_ Exp. Date \_\_\_\_ / \_\_\_\_ Amt. of Payment \$

Authorized Signature

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_