



Metamora Park District
PO Box 633 Metamora, IL 61548
(309) 367-2932
director@metamoraparks.org

Facility Rental Agreement

Name of Group _____

Name of Individual _____

Address _____

City _____ State _____

Phone _____ Email _____

Rental Date _____ Rental Time _____

Picnic Shelters

BPP East _____ BPP West _____ BPP Softball _____ Schupp _____ Brighton _____ Lincoln-Douglas _____

Swimming Pool

Pool and Pavilion _____ Pool only _____ Pavilion only _____

MPD Office

Office only _____ Office with tables and chairs _____

*Shelter Rental Rate is **\$25R/\$30NR** for the first 2 hours. **\$10** for each additional hour. **\$50R/\$60NR** for all day. This also applies to the rental of the pool pavilion.

*Swimming Pool Rental Rate is **\$225R/\$275NR** up to 100 people or **\$275R/\$325NR** over 100 people. Pool rental available for 2 hours following normal hours of operation. Pool pavilion can be included with pool rental at no additional charge.

*Office Rental Rate is **\$25R/\$30NR** per hour. With a **\$15** set up and tear down fee. Daily (**\$100** from 9-5) and weekend (**\$225** Saturday and Sunday all day) rates are available if there are no scheduled programs. Community organizations may receive a discounted rate with MPD approval. A **\$30** refundable deposit is required. The deposit will be refunded with the return of the office key and a satisfactory inspection of the premises has been completed.

Payment (cash or check) must be received two full weeks in advance for your reservation to be confirmed. This includes the deposit for office rental. Checks should be made out to MPD or Metamora Park District and mailed to: Metamora Park District PO Box 633 Metamora, IL 61548. Payment can also be dropped off at the office located at 214 E Partridge. Metamora, IL 61548. There will be a **\$25** fee for any returned checks.

The Metamora Park District will post your reservation at the designated site and on the MPD website (www.metamoraparks.org) under "Important Dates" but MPD cannot guarantee the location will not be occupied the day of your rental. This should help resolve any conflict through appropriate communication. Call 367-2932 for further assistance.

Policies

- Rental applicant must be 21 years of age or older.
- You must live within the Village of Metamora to receive the resident rate. Proof of residency may be requested.
- You may NOT drive or park on the grass.
- The use of alcoholic beverages is prohibited on MPD property.
- No dogs are allowed in the playground area of Black Partridge Park. All pets at the park(s) must be on a leash at all times. Pet owners must properly dispose of any pet waste.
- Please report any damage to the premises immediately to the MPD staff.
- The MPD will not be responsible for any property left unattended or behind. The MPD will not be responsible for anything lost, stolen or damaged.
- The MPD and its commissioners, employees and volunteers will be held harmless to any liabilities, claims, damages, losses, costs and expenses arising in connection with this agreement.
- If the information provided on this form changes or your event is canceled, please inform the MPD as soon as possible.
- Refunds will be given only if you cancel one week in advance.
- In the case of last minute inclement weather, we will try to reschedule your event. If that is not possible, a refund may be issued with the approval of the Metamora Park District.
- For office rental, office area (desks, computers, copier), storage room and IPMR office are off limits.
- For office rental, you may not enter the building before the date and time on the agreement without written approval from MPD.
- For office rental, you should vacate the premises at the time and date indicated on your agreement. You will be charged by the half hour for overtime use.
- For office rental, no smoking is allowed inside the building.
- For office rental, no taping or tacking on the walls. No use of glitter or confetti.

Signature of Renter _____

Office Use Only

Facility _____ # of hours _____ Rate _____ Sub-total _____

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Total Amount Due _____ Payment _____ Rec. by _____

Special instructions _____
