

Village of Swansea

Request to Reserve Park Facilities



<p>Date of Event: _____</p> <p>Time: _____</p> <p>Type of Event: _____</p> <p>Contact Person: _____</p> <p>Address: _____</p> <p>Phone: (____) _____</p> <p>Alcohol Present: Yes _____ No _____ If alcohol will be present, please select one of the following: Less than 50 _____ 50 or more _____ (see page 2)</p> <p>Please provide a copy of your Swansea Driver's License or State I.D. Card with this completed form and check or cash for the total amount due.</p>	<p>Facility Requested</p> <p><input type="checkbox"/> Pavilion # 1 (Mel Price)</p> <p><input type="checkbox"/> Pavilion # 2 (Mel Price)</p> <p><input type="checkbox"/> Pavilion # 3 (Mel Price)</p> <p><input type="checkbox"/> Norman Lehr Center</p> <p><input type="checkbox"/> Thompson Center</p> <p><input type="checkbox"/> Pavilion A (Schranz)</p> <p><input type="checkbox"/> Pavilion B (Schranz)</p> <p><input type="checkbox"/> Pavilion C (Schranz)</p> <p><input type="checkbox"/> TWM Center</p>
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We hope the you enjoy your time at the Park! If you have any questions, please contact the Government Center at 234-0044. If you arrive the day you have a building or pavilion rented and find a problem or any damage, please call the Swansea Police Department non-emergency number, 233-8114, prior to using the facility.

<i>FOR OFFICE USE ONLY</i>	
<input type="checkbox"/>	Thompson Center Rent: <u>\$100.00</u> Deposit Fee: <u>\$100.00</u> Total: <u>\$200.00</u>
<input type="checkbox"/>	Lehr Center Rent: <u>\$65.00</u> Deposit Fee: <u>\$100.00</u> Total: <u>\$165.00</u>
<input type="checkbox"/>	TWM Center Rent: Resident <u>\$50.00</u> Deposit Fee: <u>\$100.00</u> Total <u>\$150.00</u>
	Non-Resident <u>\$100.00</u> Deposit Fee: <u>\$150.00</u> Total: <u>\$250.00</u>
<input type="checkbox"/>	Resident Pavilion Rental Fee: <u>\$25.00</u>
<input type="checkbox"/>	Non-Resident Pavilion Rental Fee: <u>\$50.00</u> Ck# _____ By: _____
<input type="checkbox"/>	Confirmation Issued By: _____ Date: _____
<input type="checkbox"/>	Reservation Cancelled By: _____ Date: _____
<input type="checkbox"/>	Deposit Returned _____ Ck # _____
<input type="checkbox"/>	Application No. _____
<i>APPROVED</i>	
Date: _____	By: _____

Alcohol Consumption at Village Parks and Facilities

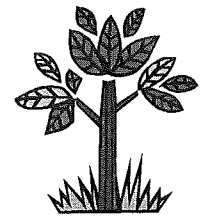
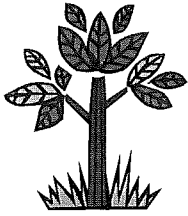
The possession and consumption of alcoholic beverages is permitted within the parks and in the Lehr, Thompson and TWM Centers with the following exceptions:

- On or within 30 feet of a playground
- On or within 30 feet of the Schranz Park Splash Pad
- On or within 30 feet of the outer field lines of any sports field or court during any game or practice session of any sport team(s) in which the players are under the age of 21
- Within the enclosed area of the Dog Park
- When a group of more than 50 persons gathers, except by permit approved by the Swansea Park Board 30 days in advance; the group must present an insurance certificate or indemnity bond protecting the Village of Swansea from liabilities of any kind or from loss or damage.

If a group of more than 50 persons wishes to consume alcoholic beverages, you must submit to the clerk at the Village Government Center an insurance certificate or indemnity bond with the Request to Reserve Park Facilities.

Swansea Municipal Code, Section 6-216, paragraph Q

General Park Regulations



Park hours: April 1st through October 31st - 6:00 a.m. until 10:00 p.m.
November 1st through March 31st - 7:00 a.m. until 6:00 p.m.

PAVILIONS MAY BE RESERVED AT THE GOVERNMENT CENTER,
MONDAY THROUGH FRIDAY FROM 8:00 A.M. UNTIL 4:30 P.M.

It is unlawful to allow:

- Destruction of any plant, animal, or trees on Park property.
- Littering or depositing of trash unless it has been generated through the use of the Park. Proper receptacles provided must be used.
- Fires unless built in pits or grills provided for that purpose.
- Structure damage, removal, or climbing on any building, shelter or pavilions.
- Conduct which is disorderly or disturbs the peace of others.
- Animals that are not leashed and/or under control at all times. No animal may defecate on Park property. Feces must be removed immediately from the area.
- Activities such as flying model planes, golf practice, sledding, games, and picnics except in locations designed for those activities.
- Operation of all moving vehicles anywhere except on streets, driveways, or parking lots.
- Signage of any kind to be erected in any manner on Park property or roads adjacent to the Park.
- Intoxicating beverages of any kind without a special permit from the Village, except under certain circumstances. Call the Government Center for details.
- Firearms, propelling device of any type on Park property.
- Activities held for the sole purpose of advertising any product, goods or services, or for private profit.

Reference Chapter 6 of the Swansea Municipal Code for Specific Rules.

Anyone found guilty of violating said Ordinances is subject to a fine of up to \$500.00.



Rules and Regulations for the Use of Swansea's Lehr Community Center and Thompson Civic Center



- 1) You provide one check for \$165.00 when you reserve the Lehr Center. The rental fee of \$65.00 is used to offset the cost of utilities and maintenance of the building. The remaining \$100.00 is your security deposit and will be returned by mail within three to four weeks after inspection of the Center, providing the facility has been thoroughly cleaned and there is no damage to the building. Like wise, for rental of the Thompson Center the cost is \$200.00, the rental fee is \$100.00 and the security deposit is \$100.00. **A 30 DAY NOTICE OF CANCELLATION IS REQUIRED.**

- 2) You may pick up the key from the Government Center on the last business day prior to the date of your reservation. The person making the reservation is responsible for any damage to reserved facility and for the return of the key and equipment to the Government Center. Damages and lost items will result in loss of deposit and the potential of additional charges to cover replacement costs. **NOTHING IS TO BE ATTACHED TO THE WALLS. YOU WILL BE RESPONSIBLE FOR ANY DAMAGE.**

- 3) Upon leaving the facility, it is also the responsibility of the person making the reservation to assure that all doors are locked and to assure that the key and any equipment checked out from the Village is returned to the Government Center on the first business day following the reservation date. The Government Center is open Monday thru Friday, from 8:00 a.m. until 4:30 p.m. (except holidays). The key may also be placed in the night drop box at the Government Center.

- 4) You are expected to clean the Community Center after its use. The following items are provided in the building to help do so: Broom and dustpan, wet mop, wringer bucket, floor cleaner, and dish detergent. Use the following checklist for cleaning the Center after each use:

Kitchen	<input checked="" type="checkbox"/>	Main Area	<input checked="" type="checkbox"/>	Both Bathrooms	<input checked="" type="checkbox"/>
Empty Refrigerator & Freezer of all foods, ice, etc.		Return all tables & chairs to original positions. A diagram is provided at the Center.		Wipe down sinks	
Wipe countertops & sink		Wipe down all tables		Empty trash cans	
Mop floor		Mop floor		Mop floors	
Clean Stove (If used)		Sweep or shake rugs		*****	
Remove all belongings from coat rack and shelf		Empty all trash cans and deposit trash into outside dumpster		*****	

***NOTE: Use of Large Stove in Thompson Center:**

Large industrial stove may only be used if renter is granted special permission from the Swansea Government Center. Groups who are allowed the use of the stove must receive particular instructions on proper usage and cleaning from the Public Works Department.

The regular convection ovens in the Thompson Center may be used by all and there are no special procedures to follow besides regular cleaning.

- 5) Be sure to take all belongings with you. Do not leave any food in the refrigerator.

- 6) Deposit all trash in the container outside the building.

- 7) If you should arrive on the date of your reservation and find any damage in or around the building, call the police dispatcher on the non-emergency line, 233-8114, and report the damage prior to using the facility. A police officer will then investigate and note any such damage.

Agreement Between Renter and Village

To: Norman Lehr Community Center / Thompson Civic Center / TWM Center and Pavilion Renters

The Village of Swansea is pleased to offer Swansea residents the opportunity to rent the facilities at Melvin Price Park and Schranz Park. The Board of Trustees has considered and established reasonable rates for using the Norman Lehr Community, Thompson Civic Center and the TWM Center in part due to residents taking responsibility for cleaning up the facilities immediately after use.

In an effort to keep these fees as low as possible, this notice serves as a reminder and an agreement that the Norman Lehr Community Center/Thompson Civic Center/TWM Center must be cleaned to the Village's specifications prior to returning the key to the Swansea Government Center.

1. I acknowledge receipt of the alcohol (page 2) and park (pages 3 & 4) regulations. Initial (_____)
2. I will observe all the rules and regulations. Initial (_____)
3. I will make sure the area I am reserving will be left in good condition at the time of departure. Failure to do so will result in forfeiture of my deposit. Initial (_____)
4. I agree I will be present at least 30 minutes prior to the start of the event, present for the entirety of the event and present at least 30 minutes after the event or whenever the last person leaves the area/facility I have reserved, which ever happens first. Initial (_____)
5. I further agree that **should I not** leave the area/facility I have reserved in the same condition in which I found it, that I agree to pay the Village of Swansea all costs incurred by the Village for the repair or replacement of any part of the area/facility I have rented that is not returned to the Village in the same condition in which I found it. Initial (_____)
6. I understand the costs incurred by the Village for the repair or replacement of any damaged part of the area/facility I have rented will include legal expenses incurred by the Village should the recoument of the costs require the Village to pursue legal action. Initial (_____)
7. I acknowledge the closing time for Village parks and the Lehr, Thompson & TWM Centers is 10:00 p.m. Initial(_____)
8. I understand that the area/facility should be cleaned, vacated and locked by me no later than 10:00 p.m. Initial (_____)
9. I understand a minimum 30 day notice of cancellation is required or rental fee will be forfeited. Initial (_____)
10. I will not charge a fee to anyone to enter the area/facility during my use. Initial (_____)
11. I will not charge a fee to obtain food or beverage at the area/facility during my use. Initial (_____)
12. I understand my deposit will be refunded to me by check in 3-4 weeks after use. Initial (_____)
13. **Read and initial only if renting the Lehr, Thompson or TWM Center.** I understand I must pick up the key for the building on the business day prior to the rental date at the Swansea Government Center, 1400 N. Illinois Street, Swansea (8:00 a.m.-4:30 p.m. Monday-Friday, except holidays). I am responsible for the safekeeping of the key, and I must return the key to the Government Center on the first business day following the rental date by delivering it during business hours or by placing the key in the night drop box in the lobby of the Government Center which is open 24 hours a day. Initial (_____)
14. **Read and initial only if renting the Lehr, Thompson or TWM Center.** I understand I am only authorized to enter the building no earlier than 9:00 a.m. on the rental date. Initial (_____)

Signature

Date