



Village of Swansea

618-234-0044

Request to Reserve Park Facilities

Renting any of the facilities for a wedding will require a minimum of 3 days, day before and after, with one deposit.

Renter may PICK UP KEY at the Government Center on the Friday before. (8:00 am to 4:00 pm.) Drop the key off after your event in the drop-off box by the flag pole at the Gov-

<p>Please provide a copy of your Driver's License or State I.D. Card with this completed form and payment for the total amount due.</p> <p>Date of Event: _____</p> <p>Contact Person: _____</p> <p>Address: _____</p> <p>Phone: (_____) _____</p> <p>Type of Event: _____</p> <p>Brief description (please provide on a separate sheet of paper)</p> <p>Time of Event: _____</p> <p>Alcohol Present: Yes _____ No _____</p> <p>Number of people expected at your event _____</p> <p>*50 or more people you must obtain a Certificate of Liability and submit to the Government Center 5 days prior to event</p>	<p>Facility Requested</p> <p>Mel Price:</p> <p><input type="checkbox"/> Pavilion # 1 (Max: 50)</p> <p><input type="checkbox"/> Pavilion # 2 (Max: 100)</p> <p><input type="checkbox"/> Pavilion # 3 (Max: 65)</p> <p><input type="checkbox"/> Norman Lehr Center</p> <p><input type="checkbox"/> Thompson Civic Center (No Bands, DJ's or live music allowed)</p> <p>Schranz:</p> <p><input type="checkbox"/> Pavilion A (Max: 65)</p> <p><input type="checkbox"/> Pavilion B (Max: 30)</p> <p><input type="checkbox"/> Pavilion C (Max: 30)</p> <p><input type="checkbox"/> TWM Center</p> <p>Clinton Hill:</p> <p><input type="checkbox"/> Clinton Hill Pavilion (Max: 75)</p>
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FOR OFFICE USE ONLY

Norman Lehr Center Rent: \$100.00 Deposit Fee: \$125.00 Total: \$225.00

Thompson Civic Center Rent: \$200.00 Deposit Fee: \$250.00 Total: \$450.00

(No Bands or DJ's Allowed to play music at the Thompson Center)

TWM Center Rent: Resident \$100.00 Deposit Fee: \$150.00 Total: \$250.00
(NO AIRCONDITIONING) Non-Resident \$150.00 Deposit Fee: \$150.00 Total: \$300.00

Resident Pavilion Rental Fee: \$25.00 Cleaning Deposit Fee: \$100.00 Total \$125.00

Non-Resident Pavilion Rental Fee: \$50.00 Cleaning Deposit Fee : \$100.00 Total \$150.00

Cash _____ Ck# _____ Credit Card Type _____ By: _____

Reservation Cancelled By: _____ Date: _____

Deposit Returned _____ Ck # _____

APPROVED

Date: _____

By: _____

New Rules as of 01/03/2022

All Pavilion, Building Rentals and Splash Pad

The renter will need to take a picture upon arrival and send immediately to swanadmn@swanseail.org with the renters name to establish the pavilion, building and or Splash Pad was clean upon arrival and you will need to do the same after your event and clean-up is completed to receive deposit back.

The deposit takes about 3 to 4 weeks after your event to be returned as long as the park rules are followed and pictures have been received.

There will be no return of deposits if pictures are not sent to the email above. No Exceptions

I understand and agree to the park rules listed above.

Signature : _____

Date : _____

Agreement Between Renter and Village

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

The Village of Swansea is pleased to offer residents the opportunity to rent the facilities at Melvin Price Park, Clinton Hills Park, and Schranz Park. The Board of Trustees has considered and established reasonable rates for using the Norman Lehr Community Center, the 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, the Thompson Civic Center, and TWM Center must be cleaned to the Village's specifications prior to returning the key to the Government Center during regular business hours between 8:00 a.m. to 4:00 p.m., or after hours and before midnight to the drop box in front of flag pole at the Government Center.

READ and INITIAL

1. I acknowledge receipt of the alcohol (page 3) and park (pages 4, 5 & 6) regulations. _____
2. I will observe all the rules and regulations. _____
3. I will make sure the area I am reserving will be left in good condition at the time of departure, pictures submitted Failure to do so will result in forfeiture of my deposit. _____
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. **Facility must be clean and vacated by 10:00 p.m.** _____
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. _____
6. I understand the costs incurred by the Village for the repair or replacement of any damaged part of the area/facility rented will include legal expenses incurred by the Village should the recoupment of the costs require the Village to pursue legal action. _____
7. I acknowledge the closing time for Village parks, Lehr Center, Thompson & TWM Centers is 10:00 p.m. _____
8. I understand that at any time during my use of the park facilities, the Police have the authority to check that my guests and I are complying with the rules of the parks, and the laws of the Village. _____
9. I understand that the area should be **cleaned and with pictures submitted, vacated no later than 10:00 p.m.** and that the key must be placed in the drop box at the Government Center before midnight of the reserved date. _____
10. I understand a minimum 30 day notice of cancellation is required or rental fee will be forfeited. _____
11. I will not charge a fee to anyone to enter the area/facility during my use or charge a fee to obtain food or beverages at the area/facility during my use. _____

READ and INITIAL only if renting the Lehr, Thompson or TWM Centers.

12. I acknowledge and understand that **NO BANDS or DJ's** are allowed to play music at the **Thompson Civic Center.** _____
13. I understand my deposit will be refunded to me by check in 3-4 weeks after use. Depending on all rules were followed. _____
14. I understand I must pick up the key for the building **ON THE RENTAL DATE** at the Swansea Government Center, if the rental date is Mon. thru Fri., between 8:00 a.m. & 4:30 p.m., if rental date is Sat or Sun, keys will need to be picked up on the Friday prior to reservation date. From 8:00 to 4:00pm. I am responsible for the safekeeping of the key, I will not enter building prior to my reservation date and I must return the key to the Government Center during regular business hours, or to the drop box at the Government Center before midnight on the rental date. _____
15. I understand that the facility should be **cleaned and with pictures submitted, vacated and locked by me no later than 10:00 p.m.** and that the key must be returned to the drop box at the Government Center before _____

Signature

Date



Village of Swansea
Government Center
1444 Boul Ave.
Swansea, IL 62226
618-234-0044

HOLD-HARMLESS WAIVER

In consideration of permission to use the property, facilities, and equipment of the Village of Swansea, Illinois, I do hereby take action for myself and forever release, waive, and discharge the Village of Swansea, its directors, officers, employees, and agents from any and all liability and/or property damage incurred in association with the use of said property, facilities and equipment.

By signing below, I am choosing to waive my right to purchase any liability insurance as coverage for this event.

Name _____

Property
Location _____

Signature of User _____

Date _____

Village
Witness _____



Village of Swansea
Government Center
1444 Boul Ave.
Swansea, IL 62226
618-234-0044

RELEASE AND WAIVER OF LIABILITY

I, the undersigned, acknowledge that I have voluntarily consented to participate in the (nature of activity) _____ on real property owned by the Village of Swansea, Illinois.

I understand that (nature of activity) _____ and all other hazards and exposures connected with such activity involve risk of harm. I am aware of the risks and dangers inherent with the activity, and I knowingly and willingly assume the risk of injury, including but not limited to injury that might result from other participants. I agree that any bodily injury, death, or loss of personal property and expenses because of my participation, is fully my responsibility.

In consideration of and as a part of the right to participate in this activity on or about real property owned by the Village of Swansea, I do hereby take action for myself and forever release, waive, and discharge the Village of Swansea; its directors, officers, employees, and agents from any and all liability and/or property damage incurred in association with the use of the aforementioned property or location. As such, I hold the Village of Swansea harmless for any incident associated with the named event.

Name _____

Date of Event _____

Signature of User _____

Date _____

Witness _____

Alcohol Consumption at Village Parks and Facilities

The possession and consumption of alcoholic beverages are permitted within the parks and in the Norman Lehr Community, Thompson Civic Center 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 out 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; 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.

Please be aware that at any time, the Police have the authority to visit any park event to ensure the compliance to all park rules and Village laws.

Swansea Municipal Code, Section 92.16, Paragraph Q

Rules and Regulations for the Use of Swansea's Norm Lehr Community, Thompson Civic & TWM Centers



- 1) You provide one payment for \$225.00 when you reserve the Lehr Center. The rental fee of \$100.00 is used to offset the cost of utilities and maintenance of the building. The remaining \$125.00 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 the pictures were submitted, and there is no damage to the building. You provide one payment for \$450.00 when you reserve the Thompson Center. The rental fee is \$200.00 and the remaining \$250.00 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 with pictures submitted and there is no damage to the building. The fee for the TWM Center for residents is \$250.00, the rental fee is \$100.00 and the security deposit is \$150.00. For non-residents the cost is \$300.00, the rental fee is \$150.00 and the security deposit is \$150.00. Also pictures must be submitted. **A 30 DAY NOTICE OF CANCELLATION IS REQUIRED.**

- 2) **You (the renter only) may pick up the key** from the Government Center if your rental is Monday through Friday, 8:00 a.m. to 4:00 p.m., if the rental date is on a Sat or Sun, keys will need to be picked up from **the Government Center the Friday before your reservation.** The person making the reservation is responsible for any damage to the reserved facility and for the return of the key. 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.**
You shall not enter the buildings except the date of reservation.

- 3) No bands, DJ's or live music allowed to play at the Thompson Center located in Melvin Price Park.

- 4) Upon leaving the facility, it is also the responsibility of the person making the reservation to assure that all doors are locked and pictures have been submitted and assure that the key is placed in the drop box at the Government Center before midnight of your reservation date.

- 5) You are expected to clean the Norm Lehr Community and Thompson Civic Center after its use and submit pictures. 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 Centers 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		*****	

*** TWM Center must be clean and clear of all trash, and in condition to be immediately used by the next renter.

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

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

- 8) **If you should arrive on the date of your reservation and find any damage in or around the building, call the police dispatcher line, 233-8114, and report the damage prior to using the facility. Please take pictures of damage and send to swanadm@swanseail.org. A Police Officer will then investigate and note any such damage.**

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 4:00 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.
- Use of inflatable bounce houses or bounce equipment unless pre-approved for Village Special Events.
- 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.
- 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 92 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.



Clinton Hills Rules and 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 4:00 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. Riding of horses. 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 or parking lots.
- Signage of any kind to be erected in any manner on Park property or roads adjacent to the Park.
- Firearms, propelling device of any type on Park property.
- Fishing is catch and release only. All fisherpersons are subject to Illinois fishing regulations and conservation laws.
- Each of the above regulations have been passed in ordinance form. Anyone found guilty of violating said ordinances is subject to a fine of up to \$500.00

Reference Chapter 92 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.

