



BERKELEY PARK DISTRICT POLICY

RULES & REGULATIONS: LIND PARK FIELDHOUSE ROOM RENTAL

- 1) A park district building attendant will be assigned to supervise the building during your event and is here to assist you with housekeeping items. However, they are NOT required to take an active role in assisting you in the clean-up after your event.
- 2) It is the responsibility of the Permit Holder to clean up the facility/building after their rental and return the building to the standard it was found. Any excessive clean-up required by the Park District following your rental may result in forfeiture of your deposit, and rejection of any future rental request.
- 3) No Rentals permitted after 10:00pm. Set-up & Clean-up must be included in your Rental package time.
- 4) Rental Fees include all tables & chairs based upon your Maximum number of guests.
- 5) Rental includes Kitchen privileges but must be cleaned following your event or may result in forfeiture of your deposit.
- 6) Rentals will only be permitted at times when they do not conflict with existing park district programs. Park Districts programs, events, and services have first priority.
- 7) Building Rentals will only be permitted on Saturdays and/or Sundays when not conflicting with any Park District function.
- 8) All rentals are limited to a maximum of 75 attendees/guest as defined by the Berkeley Fire Department.
- 9) Reservations must be scheduled and paid for in full at least 5 days prior to your event.
- 10) Reservations must include a Deposit Fee and the application form to reserve your date.
- 11) Deposit Fees are NOT REFUNDED if you cancel your reservation within 10 days of your scheduled event.
- 12) No pets are permitted in the building and/or on park district property.
- 13) All motor vehicles shall park in designated parking spaces. Parking on the grass is prohibited!
- 14) **ALCOHOL USE (Beer & Wine Only)**
 - a) Will be allowed with a valid Building Rental Permit; however, NO intoxicating beverages may be offered FOR SALE on the premises. Any and all alcohol beverages that are served must remain in the building. No Alcohol is permitted in the parking lot and/or the parks grounds. Violators will FORFEIT ALL FEES, and your event will immediately be terminated.
 - b) Alcohol use is restricted to Beer & Wine only – No distilled alcohol will be permitted on the premises. Violators will FORFEIT ALL FEES, and your event will immediately be terminated. The Park District reserves the right to implement further penalties for violating this rule, including prohibiting further rentals in the future.
- 15) Smoking is prohibited on Park District property (including inside the building & the park and the parking lot). Violators will forfeit ALL FEES, and your event will immediately be terminated.

- 16)The person renting the building and whose name appears on the application as the Permit Holder must be present at all times during your event and will be responsible for any and all damage.
- 17)All accidents, breakages, or losses must be reported to the Park District representative on duty and complete a written Incident/Accident Report form.
- 18)All park district property and furnishings shall not be removed from the park and/or building.
- 19)Supplies and/or equipment may not be delivered in advance of the date/time of the rental.
- 20)The use of loudspeakers, public address systems, and musical instruments is prohibited without special permission in advance of the rental.
- 21)Posting of advertisement of any product and/or services is NOT Permitted.
- 22)All people using the park district facility/building pursuant to this permit shall confine themselves to the area of the facility for which temporary use has been granted to the permit holder.
- 23)The Berkeley Park District reserves the right to revise, alter, change, and amend any and all designated rules as deemed necessary in the purpose of managing all park district property in a safe and public manner and in accordance with municipal, state, and federal laws.
- 24)The undersigned agrees to all Rules and Regulations as stated above for use of the Lind Park Fieldhouse (Building), and their signature below confirms that they have read these defined Rules and Regulations and agrees to adhere to them in the use of the building rental. Furthermore, they agree that if any rules are violated, the Park District reserves the right to deny the return of the Rental Deposit and/or has the right to deny any future rentals to the violator.**

****** Therefore, the signature below indicates the following, that I HAVE READ AND FULLY UNDERSTAND THIS STATEMENT OF POLICY, RULES & REGULATIONS FOR USE OF THE PARK DISTRICT FACILITY/BUILDING AND AGREE TO IT'S TERMS.***

Permit Holder Name: _____ Phone: _____

Signature: _____

Date: _____