



## Grandwood Park Park District

36630 N. Hutchins Road - Gurnee, IL 60031

[www.grandwoodpark.net](http://www.grandwoodpark.net)

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### **FACILITY USAGE POLICY - COMMUNITY CENTER**

#### **DAMAGE DEPOSIT REFUNDS will be issued within 14 days after your rental**

The following items **MUST** be followed to receive a full refund of your security deposit.

- Please follow the rental times on your application.** This includes any outside deliveries and vendors used for your event. If times are not followed, a deduction of \$25 will be made from your security deposit for each 15 minute increment of time that your rental occupies the building either before or after your stated rental time.
- Maximum capacity** of the community center is 161 people
- Tobacco**
  - The Grandwood Park Park District has a **NO-TOBACCO policy** in any park district facility or on any park district property. This includes outside the building (front, side, and back) and in any parking area. *Cigarette butts found in or outside the community center will result in an automatic fine of \$100, which will be deducted from your security deposit.*
- Decorations/Music**
  - **Do NOT** apply any decorations to the walls, doors, or glass. The use of tape, 3M strips, etc. on any surface in the building (including floors) is strictly prohibited.
  - **No confetti/glitter** may be used in the building.
  - **Only electric candles** may be used in or around the building.
  - All decorations must be removed at the end of your event.
  - You may have a DJ or live music, however, it must stop at 11:00 p.m.
  - **NO SMOKE MACHINES** may be used - they set off the fire alarms.
- Cleaning after your event:**
  - All tables and chairs must be cleaned. **Please leave tables and chairs set up after your rental. Do not stack them.**
  - Do not leave any food in the building. Please check the oven and microwave before you leave.
  - All kitchen counters must be cleaned, and sinks wiped down.
  - All floors (including bathrooms) must be swept and spot cleaned to remove any spills, sticky spots, etc. **Please do not use any type of Scrubbing pads to clean floor – it will remove the wax.**
  - All floor mats must be vacuumed.
  - All garbage containers must be emptied.

- **Alcohol**
  - **NO** alcohol is allowed outside the building.
  - *If you have not purchased Host Liquor Liability Insurance from the Park District – no alcohol at all is allowed on the premises.*
  
- **Parking**
  - **Do not block the handicap parking space** in front of the building. No car is allowed to park in that spot unless it displays a handicap license plate or a placard hanging from the rear view mirror. No car should be parked in the driveway blocking access to that parking spot.
  - A **maximum of 3 cars** are allowed to park in the small lot on the south side of the building.
  - **Do not park on the grass** of any Park District property. Renter will be responsible for any guest at event who parks on the grass.
  
- **Do not alter the letters on the sign** in front of the Community Center.
  
- **Children must be supervised** at all times – especially outside.
  
- **Return both thermostats to proper settings:**
  - Summer = 78°
  - Winter = 63°
  - Do **NOT** run air conditioning if temperature outside is under 60 degrees.
  
- **The wi-fi password is: grandwoodpark**