



## VILLAGE OF WORTH

### VILLAGE FACILITY USAGE INFORMATION ALL FACILITIES ARE SMOKE AND ALCOHOL FREE

It is the intent of the Village of Worth to make its facilities available to the community on a fair and equitable basis. The following procedures, guidelines, and fee schedules will outline the rules and regulations regarding the use of the facility.

1. Applications for facility rental must be made in person at the Village Hall.

Village of Worth  
7112 W. 111<sup>th</sup> Street  
9:00 am-5:00 pm  
Monday thru Friday

*\*\*Availability may be checked over the phone but this does not reserve facility.*

2. Applications, rental deposit, and rental fees must be paid at the time the rental is booked. **The rental coordinator will review applications, only when entire rental payment is received with completed application.** A permit outlining the rental agreement will be mailed or given to the applicant; renters should bring this permit with them at the time of their rental for verification. If for any reason the application for rental is denied, the renter will be notified by phone.
3. The Village of Worth reserves the right to waive or reduce any and all fees associated with the usage of the Pavilion and Recreation area.
4. The applicant-submitting request, listed as authorized representative, must be a minimum of 21 years of age. For activities involving groups of minors, the following requirements are in effect.
  - a. One adult chaperon must be provided for every fifteen minors in attendance. Names and addresses of chaperones must be provided in advance of the event.
  - b. For groups larger than 50 participants encompassing individuals age 13-18 the Village Clerk must approve the permit.

5. Groups or individuals using any Village of Worth facility will be required to post a **security deposit of \$100**. Groups or individuals will be charged for any damages and time spent for clean up by staff (if required). The Village of Worth reserves the right to seek legal remedies in the event that damages are greater than the deposit.
  - a. **Fees: Excessive clean-up \$30.00 per hour.**

Any entity wishing to rent the pavilion at the Worth Recreational Area shall pay a rental fee of \$150 for each use, and the security deposit of an additional \$100. The rental fee, but not the security deposit, is waived for non-profit organizations. The security deposit shall be returned when a satisfactory inspection has been made.

6. Groups that exceed permitted rental time or space will incur **double the cost of time and space and will also forfeit the deposit.**
7. ***Any permit maybe revoked for misrepresentation in the application.*** In addition, violation of terms and conditions of the application concerning policy, ordinances, rules, regulations, and laws of the State of Illinois and the United States of America.
8. Activities which are likely to result in damage to property or injury to people are prohibited.
9. Alcohol and gambling is prohibited.
10. **Certificates of Insurance may be required from groups or organizations using the Village of Worth/MWRD facilities. Certificates of Insurance (description of Operations/Locations/Vehicles) should read as follows:**  
**“The Village of Worth and MWRD , its elected officials and appointed officials, employees and agents as additionally insured.”**

**The “Certificate Holder” must be**  
**Village of Worth**  
**7425 W. 115 St.**  
**Worth, IL 60482**

**\*Family usages are exempt from this requirement.**

11. Renters or users are not allowed to charge admissions unless authorized by the Village Clerk.
12. Renters or users are not allowed to post any advertisements of any products or service for sale in the facility unless authorized by the Village Clerk.
13. ***Use of sound amplification equipment is prohibited,*** except when specifically authorized on the permit or in accordance to any applicable state or federal laws.
14. All decorations must be removed.
15. The Village of Worth cannot and will not assume responsibility for lost or damaged property.

16. The rental coordinator must approve any sale of food or refreshments at the time of application.
17. Any groups or individual serving food must comply with established local health department regulations and procedures.
18. Any rentals which take place before 8am and after 9pm are subject to Village of Worth Board approval. (Applications need to be submitted the Wednesday prior to the board meeting which is on the 1<sup>st</sup> & 3<sup>rd</sup> Tuesday of every month).
19. When publicizing meetings or events, the location shall read the location and not the Village of Worth. Groups shall be required to advertise that the event is **not** sponsored by the Village of Worth.
20. No usage is allowed by groups or individuals for intent of making an individual or personal profit through their rental unless authorized by the Village Board in writing.
21. Any checks returned for non-sufficient funds will result in a **\$25.00 service charge**.
22. In an event of a cancellation a full refund will be given with 7 days or more notice. Anything within 7 days will result in a **\$50.00 service fee**. Deposit will be returned less the service fee.
23. Security deposits will be mailed back to the renter within 15\* business days of the rental. \*The Village of Worth only issues checks on the 1<sup>st</sup> and the 3<sup>rd</sup> Wednesday of each month.
24. No vehicles are allowed on grassy areas for any reason.
25. **\*No usage is allowed by groups or individuals for intent of making an individual or personal profit through their rental unless authorized by the Village Board in writing.**

#### CLEANING

All renters using the Village of Worth facilities will be responsible for their general cleanup.

#### THREE STRIKE POLICY

All facility users will be subject to the three strike policy. Any time one of the below infraction occur you will be issued one strike. Groups or individuals receiving three strikes will be prohibited from using any recreation facility for one calendar year from date of last strike. A letter will be mailed to the offending user with each violation.

1. Not showing up for a scheduled facility use without notifying the Village of Worth
2. Causing excessive clean up
3. Staying beyond contracted time
4. Violation of stated Village of Worth policies

### **Renter Responsibilities**

1. No Alcohol and or drugs are permitted on the Village of Worth property. Such use will result in immediate ejection from the premises.
2. Renter is responsible to see that all the activities are properly controlled and supervised, and agrees to comply with the Village of Worth Noise Ordinance and all other applicable laws.
3. Notice of cancellation must be given to the Village of Worth at least seven business days prior to the scheduled date of the activity or forfeit payments made. In case of inclement weather, i.e stormy, severe, the renter may choose within five business days after the event to reschedule or request a refund minus a processing fee. Failure to comply will result in forfeiture of any rental payments made.

***\*\*\*\*\*The Village of Worth reserves the right to cancel or change the permit prior to 48 hours of the scheduled rental when deemed necessary by the Village of Worth.***