



Office Address: Katy Cavins community Center, 308 E 5th Street.

Mailing Address: 255 South Lincoln Street, O'Fallon, IL 62269

Phone Number: 618-624-0139 Fax: 618-624-5308

Splash Pad Reservation

MAIN CONTACT

Already have an account Create a new account Update my Account

Last Name _____ First Name _____ DOB ____/____/____/ Male Female

Mailing Address _____ City _____ State ____ Zip _____

Organization Name: _____ Non Profit: Yes _____ No _____ (501) c 3

Mailing Address _____ City _____ State ____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____ Cell Provider _____

Email _____ Emergency Name & Number _____

The Splash pad is available for rent from Memorial Weekend until Labor Day Weekend.

(Weather permitting) Splash Pad Hours are 10:30am to 7:30pm Daily (Peak)

Group Rental - Splash pad only - NO PAVILION INCLUDED

Monday through Friday only 10-50 limit

School/church/small birthday groups

Wristband Fees- (Anyone using the splash pad needs a wristband)

10 being the minimum/50 being the maximum.
(wristbands that are not used will not be refunded)

\$1.00 Resident Rate X _____ \$2.00 Non-Resident Rate X _____

Rental Date : _____

10:30am - 1:30pm _____ Attendance _____

Or

2:00pm - 5:00pm _____ Attendance _____

7 Days a week - All Day Rental - 10 - 50 Limit

Includes Soccer Turf Pavilion # 4 & use of Splash Pad

Type of Event: _____

Rental Date : _____

Attendance: _____ Time: 10:30 am to 7:30 pm

Pavilion #4 Rental Fee- check applicable

\$50 Resident _____ \$75 Non Resident _____

Wristband Fees- (Anyone using the splash pad needs a wristband)

10 being the minimum/50 being the maximum.
(wristbands that are not used will not be refunded)

\$1.00 Resident Rate X _____ \$2.00 Non Resident Rate X _____

Will Alcohol be consumed: Yes _____ No _____

NO INFLATABLES ALLOWED AT THE SPLASH PAD

PRIVATE SPLASH PARTY: INCLUDES 1.5 HOURS SPLASH/2 HOUR PAVILION #3

AVAILABLE 7 DAYS A WEEK - 10 - 50 Limit

Morning Party 9 am - 11 am _____ Private splash time 9am to 10:30am(At 10:30 Splash pad opens to the public/Vacate Pav #3 at 11 am)

Date: _____ Attendance: _____ Resident \$150 _____ Non-Resident \$225 _____

Evening Party 8 pm - 10 pm _____ Private splash time 8pm to 9:30pm (At 9:30 splash pad turned off/Vacate Pav #3 at 10 pm)

Date: _____ Attendance: _____ Resident \$150 _____ Non-Resident \$225 _____

Type of Event: _____ Will Alcohol be consumed: Yes _____ No _____

Inclement Weather: Remember "Lighting Kills!" Splash pad may be closed at anytime due to weather conditions, excessive wind, etc. Pads will be vacated at first sound of thunder. Splash pad may be closed at any time due to maintenance or other operational concerns. In the event your rental is cancelled due to weather or maintenance issues you will receive a full refund if we are unable to reschedule. Refunds can be returned to account or refunded back to credit card or check. Cash payments will be returned as a check.

Pavilion Rental Fee \$ _____ Wristband Fee \$ _____ TOTAL \$ _____

Form of Payment: Check #: _____ Cash :\$ _____ Money Order # : _____ Credit Card _____ (MC, VISA, AMEX or DISCOVER)		
Credit Card Number	Expiration Date: _____ / _____	CVV # _____

- Cash, Debit or Credit card only if rental 30 days prior to event.
- The Person signing this agreement must be 21 years of age or older and will be attending the event as well as having the liability and responsibility for overseeing the event.
- As the responsible booking party requesting this facility, I agree that the members of my group will abide by the rules set forth in for the splash pad/pavilion rental.
- I have read and understand the conditions and rules of the Parks & Recreation Rental agreement. My signature below verifies that I agree to abide by the terms listed in this agreement.
- By signing below, I acknowledge that I have read, understand, and agree to the Parks and Recreation policies listed on this form.
- **Reservations will not be processed without a signature.**
- **RENTAL FEE & DEPOSIT DUE AT TIME OF RESERVATION (OUTDOOR KITCHEN RENTAL REQUIRES SECURITY DEPOSIT)**

NAME (PRINT) _____ SIGNATURE _____ DATE _____

Pavilions are available for use between the hours of 8:00 a.m. - 10:00 p.m. daily.

Cancellations/Refunds of Permit:

- All cancellations must be submitted in writing by the renter and will be eligible for a refund of the rental fee according to the following schedule.
 - 100% refund - 14 days prior to the event
 - 75% refund - 7 - 13 days prior to the event
 - 50% refund - 3 - 6 days prior to the event
 - 25% refund - 1 - 2 days prior to the event
 - 0% - day of rental
- In the event that severe weather causes the cancellation of a planned event, the reservation may be rescheduled to any other open date at no extra charge. If no other date is available, or acceptable, a refund of fifty percent (50%) of the pavilion reservation fee will be made. All refunds will be a credit on account.
- Failure to notify Parks and Recreation staff of a cancellation, will not release the renter from their rental obligations.

Renter responsibilities:

- The Pavilion must be cleaned and vacated by the stated time. The pavilion and immediate area must be free of litter.
- Tables are not to be moved, unless authorization is given from the Parks office.
- Parking is permitted only in parking lots or other designated areas. No vehicles are permitted on the grass or rock area unless authorized.
- General park rules and applicable city ordinances are posted on signs throughout the Parks. Violation of these rule or city ordinances will cause denial of future use.
- No open fires. Barbecue pits are available throughout the parks.
- Glass containers are prohibited at the pavilion at all times. This includes the parking lot and the area surrounding the pavilion.
- All signs/banners/decorations are to be tied. The use of staples, tack, nails, tape, etc. is not permitted. All signs/banners/decorations are to be removed completely following the activity/event.
- Tents/canopies/inflatables/amplified sound are not permitted without a special event permit.

Emergency:

- In the event of an emergency call 911. For non-emergency police assistance call 618-624-0139 (parks office) (Weekdays) or 618-624-4545 (community service officer) (weekends and after 5pm). Please use these numbers for previous renters or individuals who fail to vacate the pavilion, please be sure to have your permit with you. Maintenance assistance is not available on weekends..

Restrooms:

- The family Sports park restrooms are open all year round.

Grills:

- Gas and charcoal grills are permitted. Grills may not be placed under the pavilion structure and must be supervised at all times.
- Charcoal from charcoal grills must be removed from the park and is not to be disposed of on the ground or in trash.

Rental Times:

- The times listed on the permit are time in to time out - earlier arrival and/or later departure are prohibited. Set-up, event clean-up and restoration of facility are to be done within the reserved timeframe. Tables are not to be moved. Failure to leave the pavilion clean and orderly will result in denial of any future use. Additional cleaning fees may result.

Damages:

- Permit holders are responsible for any damage caused to the facility and/or its contents during their rental time. This applies to cleaning as well as physical damage. Permit holders will be held financially responsible for damage or abuse to building, tables or other equipment that appear to be beyond normal wear. Please report any damage, vandalism or dangerous conditions to

Supervision:

- Children are expected to be supervised before, during and after your event.

Strictly Prohibited:

- Alcohol is permitted. Controlled substances and smoking are strictly prohibited.
- Solicitation or sale of items is not permitted without specific authorization from the city.
- No beer trucks or beer trailers are allowed unless authorized by the City.

Animal Policy:

- No dogs or cats (except at Rock Springs) allowed.
- Service animals ONLY.

Pavilion Condition:

- If pavilion is in an unsatisfactory condition upon arrival, please notify the office at 618-624-0139 (M-F 8:30am - 5:00pm), after hours and weekends please leave a message.

The City of O'Fallon Parks & Recreation Department reserves the right to deny any permit application if, in our sole judgment, such application is not consistent with the location or equipment available, the granting of a permit would cause damage to persons or property within the parks, or such is not consistent with the park area requested.