

PARTY ROOM RENTAL RULE SHEET

Don Gorman Recreation Center

- Permit holders must be at least 21 years of age and have a valid driver's license.
- **Absolutely no alcohol is allowed inside or outside the building or in the outlots.** The permit holder is responsible for any alcohol brought or consumed by party guests. If alcohol is found at your party, the party will be stopped, the police will be called and your deposit/rental fee will be forfeited.
- **The permit holder must be present during the entire party.**
- *The permit holder is responsible for the actions of his/her party guests.* The permit holder is responsible for any messes made by party guests outside the building and on the playground.
- **NO SMOKING INSIDE THE BUILDING.** You may smoke outside the building, 15 feet from any entrance. All cigarette butts should be put in the ashtray located at the front of the building.
- Use of kitchen/refrigerator should be limited to the party host and helper only.
- *Children must be supervised at all times, especially in the bathroom. Children are not allowed in the kitchen.*
- Your rental agreement is limited to the party room only and not the small room.
- The building and bathrooms will be open to the public during your party.
- You must be cleaned up and out of the building at the time specified on your permit.
- No loitering in the parking lot.
- ALL tables and chairs must be wiped. Floor should be swept.
- Garbage must be taken out. Garbage must be bagged and tied. No loose bags, boxes, trays, etc.
- Kitchen, including stove, microwave, refrigerator and sink must be cleaned.
- All decorations and tape must be taken down.
- *Absolutely NO CONFETTI, GLITTER or SEQUINS allowed.*
- Absolutely NO ceiling decorations allowed.
- *Bulletin board may not be covered or changed in any way.*
- Do not put tape, stickers, etc. on the bottom of folding chairs.
- Piñatas must be held, not hung from the ceiling. Piñatas broken outside must be cleaned up.
- All wall decorations must be hung with masking or painter's tape only. *No scotch or cellophane tape.*
- No live bands allowed.
- No smoke or fog machines or dry ice. They will set off the smoke detectors.
- All magicians, clowns, animal handlers, rental equipment and toys, blow-up jumpers, etc. must be approved prior to your event, and in some cases, special insurance must be purchased.
- *Security devises (cameras, fire alarms, smoke detectors) cannot be covered or blocked by decorations, balloons, etc. You will be asked to remove any items that block a security device. Refusal to remove items will result in your party being stopped.*
- *All decisions regarding rule violations and/or forfeited Security Deposits will be made by the Oak Forest Park District's Board of Commissioners, Director of Parks and Recreation and the Building Coordinator. For the safety of our employees, the Building Supervisor on duty at the time of your party is not allowed to make decisions regarding your Security Deposit and is not required to point out when a rule is being broken.*
- *The Don Gorman Recreation Center Program/Party Room is an all-purpose room. Some equipment must stay in the room during your party and may not be moved, covered or otherwise changed. (Example: Classroom bulletin board, cabinets, table rack, etc.)*
- *The Oak Forest Park District reserves the right to refuse to rent our facilities to any person who has previously had their full or partial deposit held for any reason.*
- *Although every effort will be made to ensure your party is successful, the Oak Forest Park District reserves the right to cancel or postpone any party due to loss of power, flooding or any such hazard that may endanger the well-being of the permit holder, party guests and/or Park District staff.*