



KCCC Facility Rental Application

Park Admin Office: 411 E 5th Street, O'Fallon, IL 62269
 Phone Number: 618-624-0139 308 ofallonparksandrec.com

Office Use: Resident check	<input type="checkbox"/>
501 c 3 Received	<input type="checkbox"/>
Liability Insurance Received	<input type="checkbox"/>

RENTER INFORMATION (MUST BE THE SAME PERSON AS PAYER) Already have an account Create a new account

Last Name:		First Name:		DOB ___/___/___	
Address:					
City:		State:	Zip Code:	Cell Phone:	
Home Phone:		Email:			
Organization Name:			Non-Profit: Yes ___ 501(c)3 Proof of 501 form required.		
Organization Address if different from above:					
City:		State:	Zip Code:		

Date of Event: ___/___/___ Extra Date of Event if more than one day ___/___/___ Estimated Attendance: _____

(Check one) KCCC only Rental/ KCCC with Kitchen Rental	Res. fee	N. R. Fee	Kitchen	Deposit	Total
WEEKDAYS ONLY MONDAY - THURSDAY - Not available on Schools Out Days and Summer camp					
8:00am-4:00pm Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thurs <input type="checkbox"/>	\$400	\$550	+ \$50	+ \$250	= \$ _____
FRIDAYS – Fridays not available on Schools Out Days and Summer camp					
Full Day 8:00am to 10:00pm <input type="checkbox"/>	\$550	\$700	+ \$50	+ \$250	= \$ _____
1/2 Day 8:00am to 3:00pm <input type="checkbox"/> 3:00pm to 10:00pm <input type="checkbox"/>	\$350	\$500	+ \$50	+ \$250	= \$ _____
SATURDAYS					
Full Day 8:00am to 10:00pm <input type="checkbox"/> April through September Only	\$550	\$700	+ \$50	+ \$250	= \$ _____
1/2 Day 3:00pm to 10:00pm <input type="checkbox"/> October through March Only	\$350	\$500	+ \$50	+ \$250	= \$ _____
SUNDAYS					
Full Day 8:00am to 10:00pm <input type="checkbox"/> May through September Only	\$550	\$700	+ \$50	+ \$250	= \$ _____
8:00am - 4:00pm <input type="checkbox"/> October through April Only	\$400	\$550	+ \$50	+ \$250	= \$ _____

RENTAL FEE \$ _____	+	KITCHEN FEE \$ _____	+	DEPOSIT \$250	=	GRAND TOTAL \$ _____
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Capacity: 490 Table & Chairs Available: Seating for 250 30 Round Tables (70") 10 Rectangular Tables (5ft) 250 Chairs
 If you need seating for more than 250 guests, you will need to provide extra table and chairs.

Event Type: Check box

- Wedding
- Family Reunion
- Church Function
- Meeting/other
- Graduation
- Birthday Party Age: _____
- School Event/Fundraiser
- Work/function Party
- Bridal/Baby Shower

Details of Event: Check all that apply

- Alcohol consumed pg.3
- Alcohol Sold Pg. 3
- Private Event

Requires Liability Insurance and/or SEPA

- (Special Event Application) See Pg. 3**
- Fundraising/Bingo/Trivia
- Public Event

If Serving Alcohol Proof of DRAM Shop Insurance is required with City Listed as co-insured/additionally insured. Policy must be for \$1Million.
 If Selling Alcohol: Contact City Clerk 618-624-4500 Ext.8715

PAYMENT OPTIONS

Payment Options for Facility Rental

Once your application is received, please choose one of the following payment options to complete your reservation:

Option 1: Online Payment

We will process your application and email you instructions on how to access your account and pay the remaining balance.

- You will have **3 days** to complete your payment.
- If payment is not received within this timeframe, your registration will be voided.
- A **3% processing fee** applies to credit/debit card transactions.

Option 2: Pay in Person

Visit us at:

O'Fallon Parks & Recreation Admin Building

411 E. 5th Street, O'Fallon, IL 62269

(Located in Community Park)

Option 3: Mail-In Payment

Mail your completed form and payment to:

O'Fallon Parks & Recreation

411 E. 5th Street, O'Fallon, IL 62269

- Please make checks payable to **O'Fallon Parks & Rec**

Agreement & Acknowledgment

By signing below, you confirm the following:

- You are **over 21 years old** and will be attending the event.
- You are the responsible party for the rental and agree that all attendees will follow the rules outlined in the **O'Fallon Parks & Recreation Facility Rental Agreement**.

You have **read and understand** all rental policies and accept full responsibility for compliance.

Failure to follow any rules or regulations may result in full or partial forfeiture of your security/damage deposit.

Security Deposit Refunds

- Deposits paid by **card** will be refunded to the same card.
- Deposits paid by **cash or check** will be refunded by check.
- Please allow **2-4 weeks** to receive the check after processing.

NAME PRINT) _____ SIGNATURE _____ DATE _____

KATY CAVINS COMMUNITY CENTER
309 E. 5th Street, O'Fallon, IL 62269
Operated by the O'Fallon Parks & Recreation Department

Facility Use Guidelines

The Katy Cavins Community Center is available for rental year-round. These rules are in place to ensure the facility serves its purpose for educational and recreational events, while maintaining the quality of life in the surrounding neighborhood.

- **Setup and Cleanup:** All setup and cleanup must be completed within your reserved time. Early access or late departure is not permitted without prior approval and additional fees. Events must conclude by your contracted end time.

Key Pick-Up

You will receive a courtesy reminder call the Thursday before your weekend rental (or the day before for weekday rentals).

Please note:

- This is a courtesy call—we cannot confirm whether you received or checked your voicemail.
- You are responsible for remembering your rental date and picking up your key during office hours:
- Monday–Friday, 8:30 a.m. to 5:00 p.m.
- If someone else is picking up the key on your behalf, you must notify us in advance with their name.

Alcohol Policy

If alcohol will be served:

- A Dram Shop/Liquor License must be submitted to the Parks office before your event.
- No license = No alcohol.
- Liability insurance is required when serving alcohol.

Cancellations & Refunds

All cancellations must be submitted in writing by the renter. Email: parks@ofallon.org

Refund eligibility is based on how far in advance the cancellation is received:

- 100% refund – 30+ days prior
- 50% refund – 14+ days prior
- No refund – Less than 7 days prior

The security deposit will be refunded, minus any costs incurred.

Failure to notify staff of a cancellation does not release you from your rental obligations.

Important Reminders

- No helium balloons allowed. Any loose balloons found after your event will result in the loss of your deposit.
- Special Event Permit (SEPA): Required for events open to the public or those needing additional safety oversight. Examples include: parades, races, festivals, outdoor concerts, or large public gatherings.

Questions?

Contact us:
618-624-0139 ext. 0
parks@ofallon.org

Important Building Rules and Regulations

Katy Cavins Community Center | Operated by O'Fallon Parks & Recreation

Qualified Users

Facilities may be reserved by approved groups and individuals, subject to the following rules and regulations.

Reservation and Payment Policy

- Reservations are accepted on a **first-come, first-served basis** through the Parks office.
 - **Full payment** of all fees is required at the time of booking. This includes:
 - Rental fee
 - Security/damage deposit
 - **Dates will not be reserved** until all required paperwork and payments have been received.
- The O'Fallon Parks & Recreation Department (OPRD) may accept **ongoing reservations** with Director approval.

Payment methods accepted:

- **Cash, check, credit, or debit card. A 3% fee applies when using a credit card for payment.**
- Within 30 days of the event, only cash or credit/debit card will be accepted — checks will not be permitted.**

Rental Time.

- Your reservation is **inclusive of setup and cleanup** time.
- **Early setup or extended cleanup** beyond your contracted time is not permitted unless approved and paid for in advance.
- Additional fees will apply for exceeding reserved time and may result in **partial or full forfeiture of your deposit.**

Insurance Requirements

Depending on your event's size and type, OPRD may require:

- A **Certificate of Insurance** naming:
 - The same booking party listed on the application/permit
 - **O'Fallon Parks & Recreation** as both the certificate holder and additional insured
 - If alcohol will be **served or sold, Liquor Liability Insurance** is also required.

Staffing & Security

Additional staff or security may be required depending on the nature and size of your event.

Additional staff fees will apply.

Security Deposit

- **Deposits are fully refundable** if:
 - The facility is returned in its original condition
 - The key is returned to the Parks office
 - The rental stays within the permitted timeframe
- **Deposits will be returned as follows:**
 - **Card payments:** Refunded to the original card upon return of key
 - **Cash or check payments:** Refunded via mailed check within 2–4 weeks
 - Refunds are issued **only to the person named on the contract**

Setup, Take Down & Cleanup

The renter is fully responsible for setup, cleanup, and takedown during the reserved rental time. No access is allowed outside of the reserved hours for any setup or cleanup, including for caterers, DJs, decorators, or vendors.

- **Early item delivery** (e.g., tables, chairs) must be approved by the Parks office in advance. OPRD is **not responsible** for any items delivered early or left behind.

Takedown Guidelines:

- Stack and return all tables and chairs to their original locations
- Caterers must:
 - Bag and dispose of trash in the outdoor dumpster
 - Clean off tabletops

Cleanup Requirements:

- Cleaning supplies are available in the table and chair closet.
- Renters must:
 - Remove all decorations
 - Sweep floors; mop if needed
 - Wipe down all tables, chairs, and counters
 - Clean and empty the refrigerator and sinks (if kitchen was used)
 - Remove all trash and place bags in the designated dumpster

Ensure **all items and food are removed** by the end of the reservation period

Failure to clean properly or return the facility to its original condition may result in **deposit forfeiture** and denial of future reservations.

Kitchen Use

- The ovens need to be cleaned if used, food removed at end of the event and oven turned off.
- Prepared food may be brought in and served.
- All food, containers, and catering equipment **must be removed** at the end of your event.
- The kitchen area **must be cleaned** before departure.

Decorations & Signage

- Decorations or signage must **not damage** walls, doors, or structures.
- **No signage is permitted outside** the facility unless **approved by the Director**.
- The use of **scotch tape, duct tape, staples, push pins, or glue** is **not allowed**.
- **Acceptable options:** Painter's tape or masking tape only.
- **Helium balloons are strictly prohibited** in all OPRD facilities. Violation will result in **forfeiture of your deposit**.
- **Candles or open flames are not permitted**, including decorative centerpieces.

Youth Events:

- A minimum of **one adult per 10 youths** is required.
- Adult chaperones must be always present.
- **Teen parties** must be pre-approved by the Director of Parks & Recreation.
- OPRD staff may require the presence of a **building attendant**.

Alcohol Policy

- Alcohol is **not allowed** unless proper permits and insurance are obtained.
- The renter must:
 - Apply for, receive, and **display an Alcohol Beverage Permit** if selling.
 - Provide **Dram Shop General Liability Insurance** in the amount of **\$1,000,000**, listing:
 - ✦ **The same name as on the rental agreement**
 - ✦ **O'Fallon Parks & Recreation** as *additional insured* and *certificate holder*
 - ✦ Include on the Certificate of Insurance:
 - ✦ Insured's name, carrier, policy number
 - ✦ Coverage limits and effective/expiration dates
 - ✦ **Liquor liability endorsement** (Dram Shop or Host Liquor Liability) for alcohol service/sale
 - ✦ **If alcohol will be sold**, renter must also:
 - Contact the **City Clerk at City Hall** for liquor license procedures.
 - OPRD may require:
 - **Security personnel and a security plan** depending on the nature and size of the event.

Conduct & Supervision

- The **booking party is fully responsible** for the conduct and supervision of all guests.
- You are liable for:
 - Any **accidents, injuries, or property damage**
 - Ensuring **orderly behavior** inside and outside the facility, including parking areas and parks
 - Misconduct, unsafe behavior, or property damage may result in:
 - Immediate **termination of the event**
 - **Loss of security deposit**
 - **Denial of future facility use.**

If **police are summoned** for any reason during the event, the **security deposit will be forfeited.**

Event Restrictions

OPRD reserves the right to **deny or cancel reservations** for any event that is:

- Unsafe or disruptive to the community
- Contrary to public health, safety, or welfare
- Promoting hate, violence, or disorderly conduct
- Unusually burdensome to public safety resources

General Conditions

- **Parking** is allowed in **designated spaces only**:
 - Additional parking is available across from the **Parks Administrative Building & Aquatic Center.**
 - **No smoking** is allowed in any Parks & Recreation facility.
 - **No building modifications or equipment installations** without prior approval from the Director.
 - The **Director may designate "prime" and "non-prime" rental hours**, each with unique terms.
 - Standing reservations for recurring meetings must be approved by the Director.
 - OPRD staff or law enforcement may **revoke a permit at any time** if:
 - The application contained **false information**
 - Safety is at risk for any participant, guest, or the public