

**Agreement Contract**

**PUBLIC WORKS SERVICE CENTER  
400 Busse Highway  
Park Ridge, IL 60068  
847/318-5240**

Name of Group \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Address \_\_\_\_\_

Telephone Home( ) \_\_\_\_\_ Work( ) \_\_\_\_\_

User(s) acknowledge(s) they have read and understand the Rules and Regulations for use of the City of Park Ridge Public Works Service Center.

User(s) agree(s) to indemnify and hold harmless the City of Park Ridge, its officers, agents and employees from and against any and all loss or liability of any nature relating to the use of the Public Works Service Center including, but not limited to, injury or death of any persons, damage or destruction of property, including loss of use.

User(s) agree(s) that the City of Park Ridge and its agents and employees assume no liability whatsoever relating to the use of the facilities or the cancellation by the City of the planned use of the facilities.

User(s) acknowledge(s) that the City of Park Ridge may require user(s) to provide evidence of insurance in an amount and types sufficient to satisfy the needs of the City and listing the City of Park Ridge as an additional insured.

User(s) acknowledge(s) receipt and understanding of the Public Works Service Center Rules and Regulations and agrees that user(s) and all those attending the function shall abide by and be bound by the same.

User(s) agree(s) to notify the City of Park Ridge Public Works Service Center at least twenty-four (24) hours in advance of facility use if the facilities will not be used on the date or dates reserved. Failure to do so will result in a cancellation fee of fifty dollars (\$50.00).

User(s) agree(s) and understand(s) that the City of Park Ridge may cancel this agreement for any reason and will attempt to give at least twenty-four (24) hours advance notice. In addition, it may be necessary to preempt the use of the Public Works Service Center for use by the City of Park Ridge.

Category 3 user(s) are required to post a \$50.00 security deposit, which is refundable, with this contract to schedule the date(s) requested. Checks should be made payable to the City of Park Ridge.

User(s) understand(s) employees will attempt to set up the room according to the attached diagram. Changes to the set up may be made in advance of the scheduled meeting by calling 847/318-5240.

SIGNATURE OF USER \_\_\_\_\_

FOR CONTRACT YEAR \_\_\_\_\_