

**DOWNERS GROVE PARK DISTRICT  
INDOOR FACILITY RENTAL APPLICATION AND PROCEDURES**

**RECREATION/FITNESS CENTER**  
4500 BELMONT ROAD  
(630) 960.7250 Fax: (630) 960.7251

**LINCOLN CENTER**  
935 MAPLE AVE  
(630) 963.1300 Fax: (630) 963.5884

Date \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Home Phone # \_\_\_\_\_ Work # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Organization \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-mail Address \_\_\_\_\_

Special Arrangements: Set Up \_\_\_ (**Attach Diagram**) Laptop \_\_\_ LCD Projector \_\_\_ TV/DVD \_\_\_  
A/V Cart \_\_\_ Video Screen \_\_\_ Sound System \_\_\_ Podium \_\_\_ Microphone \_\_\_ Volleyball Net(s) # \_\_\_\_\_

**Recreation Center Only:** Badminton Net \_\_\_ Bleachers \_\_\_ Scoreboard \_\_\_ Pitching Machine \_\_\_ Batting Cage \_\_\_  
Other \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Description of Activity \_\_\_\_\_

REQUESTED DATES	DAY	TIME	SPECIFIC AREA/ROOM #	REQUESTED DATES	DAY	TIME	SPECIFIC AREA/ROOM #
		TO				TO	
		TO				TO	
		TO				TO	
		TO				TO	

**Smoking, gambling, profanity and alcoholic beverages are prohibited on park district property.**

I, the undersigned, have read, understand and agree to abide by the Downers Grove Park District rules, regulations and guidelines for rentals and use of park buildings, land property and/or any other park district facility. I am also aware that in renting a facility for myself and/or for other participants I invite for participation in the above rental, I will be waiving and releasing all claims for injuries myself or my participants might sustain arising out of the above rental. I agree that while we use the park district facilities we will not discriminate on the basis of disability.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_ (Please Print Name) \_\_\_\_\_

**Office Use Only** RESERVATION # \_\_\_\_\_ RECEIPT # \_\_\_\_\_

Facility Charge \_\_\_\_\_ Insurance Documents on file \_\_\_\_\_ Work Order # \_\_\_\_\_ Date Submitted \_\_\_\_\_

Equipment Charge \_\_\_\_\_

Overtime Charge \_\_\_\_\_

Misc. Charge \_\_\_\_\_

TOTAL \_\_\_\_\_ Security Deposit \$ \_\_\_\_\_  Check # \_\_\_\_\_  Use Credit Card

Approved by \_\_\_\_\_ Date \_\_\_\_\_

Notes: \_\_\_\_\_

Credit Card  Visa  MasterCard  Discover  AMEX

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ Expiration Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Cardholder Name \_\_\_\_\_ Authorized Signature \_\_\_\_\_  
(Please Print Name)

**DOWNERS GROVE PARK DISTRICT**  
**INDOOR FACILITY RENTAL PROCEDURES**

It is the intent of the Downers Grove Park District to make our facilities available to the public on a fair and equitable basis. A person seeking issuance of a permit shall sign the application form stating that he or she has read and understands any district rules, regulations and guidelines for rentals and use of park buildings, land property and/or any other park district facility.

1. Please be aware that the signee of the application is waiving and releasing the Downers Grove Park District from any and all losses, claims, suits or judgments or damages for themselves and to the others of his/her group that might arise as a result of any and all activities connected with or associated with this Agreement. The Downers Grove Park District shall assume no responsibility for any accident, theft or loss of property. The renter shall hold the Downers Grove Park District Board and staff members harmless for any costs or liability resulting from activities or programs of the renter.
2. Rental applications can be made up to 3 days in advance to receive consideration on a first come first served basis. The park district will attempt to accommodate requests with less than 3 days notice, but approval of such a request depends upon facility and staff availability.
3. Applications are processed in order of receipt and will adhere to the facility priority listing (see facility Rental Guide).
4. Renters may not enter prior to the agreed upon rental time. Rental fees are charged for all time used in the facility, which includes set up and clean up and should be included in the rental time requested. Rental groups are required to vacate at the time designated on the application. Unauthorized time used will be assessed at the hourly rate and may include an overtime rate.
5. Applications for use of park district facilities must be completed in full, signed by an adult (21 years or older) who assumes responsibility for the group and be present during the entire rental period. Inaccurate information will result in cancellation of the permit with the loss of rental charges and/or deposits.
6. A \$50 security deposit is required for each room rented for an estimated attendance under 50. For attendance over 50, a security deposit of \$100 per room will be charged.
7. Full rental payment and security deposit is required with the rental application.
8. A refund of rental fees and deposits paid will be granted minus a 10% service charge if requests are received in writing 48 hours in advance of the rental date. For requests received less than 48 hours in advance, room rental fees are non-refundable.
9. All individuals, groups and organizations are responsible for the orderly condition of the facility upon their departure. The deposit will be retained to cover excessive clean-up cost, additional rental time not specified on agreement, damage to property or equipment. If the cost of repairs exceeds the amount of the security deposit, the individual signing the application shall be responsible for the balance and will be billed accordingly.
10. Dependent upon the nature of the activity, rental groups may be required to submit a certificate of insurance and form CG2026 with the Downers Grove Park District named as the additionally insured for not less then \$1,000,000 per occurrence. (See insurance chart for further information in facility Rental Guide).
11. Permits are not issued to individuals or groups charging admission or fees for the purpose of private monetary gain unless written permission is granted. No person shall sell, offer to sell or exchange property, or buy, or exchange any property, or take up any collections of any money or property of value in or on Park District facilities.
12. The posting of advertisements of any product or service for sale is prohibited.
13. Facility rental policies are subject to change without prior notice.

**I have read, understand and agree to the above rules, regulations and guidelines.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date