

# *Downers Grove Park District*



## **INDOOR FACILITY RENTAL MANUAL**



**DGPARKS.ORG**

# FACILITY INFORMATION



## LINCOLN CENTER • 935 MAPLE AVE

### Hours Available for Rentals:

Monday-Friday 9:30am - 8:30pm

Saturday 8:30am - 4:30pm

Sunday Closed - Rentals By Request



## RECREATION CENTER • 4500 BELMONT ROAD

### Hours Available for Rentals:

Monday-Friday 5:30am-8:30pm

Saturday-Sunday 7:30am-5:30pm

### Rental Inquiries:

Monday-Friday 9:30am-5:30pm

**Phone:** 630.960.7500

**Email:** [zbouma@dgparks.org](mailto:zbouma@dgparks.org)

**Holiday Closures at All Facilities:** New Year's Day, Good Friday/Easter, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving Day and following Friday, Christmas Eve and Christmas Day, New Year's Eve

**Additional spaces to rent:** Golf Course Clubhouse, Museum Gazebo, and Outdoor Pavilions. For more rental information on these spaces, please visit [dgparks.org](http://dgparks.org).

# RENTAL SPACES

- Room capacity listed below is the maximum but may be lower depending upon room set up
- Residents will receive a 10% discount on hourly rental fees Monday-Thursday
- Each rental must be 1 hour minimum

## LINCOLN CENTER

Room	Room Capacity	Flooring	Fee Per Hour	Amenities Included
<b>Gymnasium</b>	100	Gym Floor	\$75	Basketball hoops, benches
<b>Auditorium (304)</b>	120	Carpet	\$135	Stage (COI required)
<b>Multipurpose Room (105)</b>	30	Tile	\$70	Counter top, sink, white board, projection screen
<b>Multipurpose Room (307)</b>	40	Carpet	\$70	Projection screen
<b>Dance Room (403)</b>	20 (without chairs)	Hardwood	\$40	Dance mirrors, ballet barres
<b>Multipurpose Room (404)</b>	30	Tile	\$70	Mirrors, counter top, sink
<b>Multipurpose Room (503)</b>	Determined by program	Tile/Carpet	\$70	Mini kitchen with fridge, sink, & stove. White board and projection screen
<b>Kitchen (302) (add onto Auditorium only)</b>	Determined by program	Laminate	\$30	Fridge, freezer, sinks, counter tops

## RECREATION CENTER

Room	Room Capacity	Flooring	Fee Per Hour	Amenities
<b>Multipurpose Room (L10)</b>	100	Laminate	\$135	N/A
<b>Gymnasium Half Court</b>	Determined by program	Gym Floor	\$50	Basketball hoops
			\$75	Volleyball, Badminton, Pickleball (includes 1 net)
<b>Gymnasium Full Court</b>	Determined by program	Gym Floor	\$75	Basketball hoops
			\$125	Volleyball (includes 2 nets), Futsal (includes 1-2 goals), Pickleball (includes 3 nets)
<b>Tournaments</b>	Determined by program	Gym Floor	\$375	Tournament pricing includes 3 full courts & the Multi-Purpose Room. A deposit of \$700 plus full rental fees are required when reserving. Availability for Tournaments is limited.

# EQUIPMENT RENTALS

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Equipment	Location	Quantity Available	Room Available	Price Per Item
Podium	Lincoln Center and Recreation Center	1	Any	\$25 plus tax
Microphone with Speakers	Lincoln Center and Recreation Center	1	Auditorium, Multipurpose Room (503) and Multipurpose Room L10	\$25 plus tax
LCD Projector with HDMI cord	Lincoln Center and Recreation Center	1	Auditorium, Multipurpose Rooms (307 & 503) and Multipurpose Room L10	\$25 plus tax
TV with DVD/Blu Ray Player	Lincoln Center	2 TVs 2 Blu Ray Players 1 DVD Player	Any	\$25 plus tax
Projection Screen	Lincoln Center and Recreation Center	1	Any (Lincoln Center), Multipurpose Room L10 (Recreation Center)	\$25 plus tax
Portable Bleachers	Recreation Center	2 per gym	Gymnasium	\$25 plus tax

## TABLES AVAILABLE

Type of Table	Location	Seating Capacity
6 ft Rectangular	Lincoln Center and Recreation Center	6
3 ft x 3 ft Card	Lincoln Center	4
6 ft Round	Lincoln Center	6
8 ft Round	Recreation Center	10

# RENTAL INFORMATION

## SECURITY DEPOSIT

A \$100 refundable deposit will be required for each room rented (excluding the Lincoln Center kitchen), paid at the time of reservation along with any rental fees. The deposit will only be retained to cover any excessive clean up cost, additional rental time not specified in agreement, any damage to property or equipment or any missing equipment. Deposit amounts not retained will be refunded within 3 business days of the conclusion of the rental. If maintenance or damage exceeds the security deposit amount, the renter remains responsible for those costs and must submit payment within two weeks of the rental date.

## OVERTIME CHARGE

A fee of \$40 per hour will be applied for any additional rental time not specified in the agreement.

## WHAT'S INCLUDED

A set up (chosen based on your event, listed below) and break-down of tables and chairs in designated rental space. All set up will be completed before your start time. Please include any other set up and take down time needed (for decorations, food, etc.) in your rental's start and end time.

## WHAT'S NOT INCLUDED

Extension cords, adapters, laptops, table coverings, coffee makers, water pitchers, decorations, paper goods, and food and beverages.

## SET UP DIAGRAMS

The following set ups are available depending on the rental space: theater, banquet, classroom, seminar, u-shape, and birthday. For set up diagrams please see the Facility Rental page at [dgparks.org](http://dgparks.org).

## REFUNDS AND CANCELLATIONS

A refund request must be submitted to the District no later than 5 calendar days prior to the reservation date to receive a refund of deposit fees and rental fees less a 10% administrative fee. Refund requests received in less than 5 calendar days will result in forfeiture of deposit fees and receive a refund of rental fees less a 10% administrative fee.

# RENTAL INFORMATION

## RESERVE THE DATE

Park District programs have first priority of room usage. Therefore, Lincoln Center and Recreation Center reservations are accepted on a seasonal basis according to the following calendar:

- **For rental dates between September 1 and December 31:**  
Applications may be submitted on or after July 1
- **For rental dates between January 1 and March 31:**  
Applications may be submitted on or after November 1
- **For rental dates between April 1 and August 31:**  
Applications may be submitted on or after February 1

## HOW TO RESERVE A SPACE

After a rental request form is completed online, a Park District employee will contact you within 3 business days to discuss and/or confirm the rental. After confirmation, an application will be completed and the payment processed at the time of booking. Payment can be completed either in person or over the phone.

## FOOD/CATERING YOUR EVENT

Rental groups may bring their own food or have the event catered by a third-party catering service/restaurant. A \$50 flat fee per rental will be applied for any food or beverages brought into the facility. For third-party catering, a Certificate of Insurance is required. The Certificate of Insurance must name the Downers Grove Park District as additionally insured for not less than \$1,000,000 per occurrence (general liability). Food is allowed only in the area designated on the rental application and no alcoholic beverages may be consumed or served on Park District grounds. All catering equipment must be removed by the end of the agreed-upon rental time or an additional fee will apply.

## CHARGING ADMISSION AND SELLING PRODUCTS

Rentals will not be issued to an individual or group who will be charging admission or fees with the purpose of private monetary gain unless written permission is granted from the Park District.

No person shall sell, offer to sell or exchange any property, or buy, offer to buy, or exchange any property, or take up any collections of money or property of value in the park system.

# RENTAL INFORMATION

## PROMOTIONAL ADVERTISING AND POSTERS

The posting of advertisements of any product or service for sale is not permitted. Groups renting for the purpose of presenting seminars to the residents of Downers Grove regarding wills, trusts, etc., must submit a packet to the Park District with information regarding times and nature of presentation, including a telephone number where residents can reach your office for further information regarding your seminar. If your mailings include a flyer, this must be included in the informational packet.

## RENTAL REGULATIONS

- 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.
- The renter shall be completely responsible for the behavior of all guests attending the event and for their prompt departure at the end of the stated facility use. If your event requires police intervention, part or all of your deposit may be withheld.
- Please be aware that the signee of the application is waiving and releasing the Downers Grove Park District from all losses, claims, suits or judgments or damages for themselves and to the others of his/her group that might arise because of all activities connected with or associated with the 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.
- 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.
- Applications are processed in order of receipt and will be accommodated based on availability.
- Any additional time needed beyond set times will require an extension to the original request at an additional cost. Unauthorized time will be assessed at the hourly rate and may include an overtime charge.

# RENTAL INFORMATION

- 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 rental with the loss of rental charges and/or deposits. No minor (under 18 years of age) will be permitted to use the building unless an adult supervisor is present during the entire rental. Adequate adult chaperones must be provided for guests less than eighteen years of age (one chaperone per ten minors). Minors will not be permitted in the building until an adult from the group is present. Adequate adult chaperones must be provided for guests less than eighteen years of age (one chaperone per every ten minors). Minors will not be permitted in the building until an adult from the group is present.
- A security deposit is required for each room rented and is due along with the rental fees at the time of reservation. Security deposit charges will vary and will be determined by room size and amenities offered. If damages exceed the amount of deposit, the renter will be billed accordingly. Deposits, less amount retained for damages, if any, will be processed within fifteen (15) business days following the rental.
- All non-district equipment and supplies, including band or DJ equipment, catering supplies, and decorations, must be delivered and removed during renter's reserved hours. Nothing may be stored on site without prior approval of the Fitness Administrative Specialist. A fee will be charged for items brought early or left by the renter. Exceptions must be approved by the Fitness Administrative Specialist.
- Facility requests will not be reserved until all room fees, security deposits and appropriate paperwork are received by the Park District. Paperwork may include the application, certificate of insurance, etc. Please note that the hours you are reserving will also include set up and take down time for your rental.
- A refund request must be submitted to the district no later than 5 calendar days prior to the reservation date to receive a refund of deposit & rental fees less a 10% administrative fee. Refund requests received in less than 5 calendar days will result in forfeiture of deposit fees and receive a refund of rental fees less a 10% administrative fee. All individuals, groups and organizations are responsible for the facility's orderly condition upon 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.

# RENTAL INFORMATION

- 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 than \$1,000,000 per occurrence.
- Permits are not issued to individuals or groups charging admission or fees for 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.
- The posting of advertisements of any product or service for sale is prohibited.
- Room decorations: any group requesting to set up decorations on any walls, doors, floor or windows must be pre-approved by the Downers Grove Park District. Renters must remove all decorations and place them in the appropriately provided trash receptacles. This includes removal of all tape and hanging materials. Items such as glitter, "silly string", confetti and duct tape are strongly prohibited. Use of these items without prior approval will result in loss of deposit fees.
- Facility rental policies are subject to change without prior notice.
- Smoking, gambling, profanity and alcoholic beverages are prohibited on park district property. No person shall enter or remain on Park District property in an intoxicated condition.
- Tenants and visitors shall be limited to accessing only the designated room or area rented and are prohibited from utilizing any other facility spaces beyond restroom facilities. Violation of this policy will result in forfeiture of the deposit fee.
- If food is being brought in for the rental, a catering fee of \$50 will be applied at the time of rental purchase.



your chance to play

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