

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

RECREATION and FITNESS CENTER
4500 BELMONT ROAD
630.960.7250 Fax: 630.960.7251



Date: _____

Applicant's Name: _____ Phone # _____ Work # _____

Address _____ City _____ Zip _____

Organization: _____ Phone # _____

Address _____ City _____ Zip _____

E-mail Address _____ Estimated Attendance: _____

Description of Activity: _____

Laptop Video Screen LCD Projector TV/DVD Sound System Podium Pedestal Tables Pedestal Linens

Badminton Net _____ Bleachers _____ Scoreboard _____ Pitching Machine _____ Batting Cage _____ Volleyball Net _____

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

Office Use Only:

RECEIPT # _____ RESERVATION # _____

Facility Charge _____ Work Order # _____ Date Submitted _____

Equipment Charge _____ Insurance Documents on file _____

Overtime Charge _____ **Notes:** _____

Misc. Charge _____

Security Deposit _____

TOTAL _____

PAYMENT: Visa MasterCard Discover AMEX Check #: _____ Cash: _____

Expiration Date: _____ Amount: _____

Cardholder Name: _____ Authorized Signature: _____
(Please Print Name)

Approved by: _____ Date: _____

DOWNERS GROVE PARK DISTRICT
INDOOR FACILITY RENTAL GUIDELINES

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 be accommodated based on availability.
4. **Renters are given a 15 minute grace period before and after their scheduled time to set-up, decorate and remove items if room schedule allows.** 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.
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 \$100 security deposit is required for each room or gymnasium rented.
7. Facility requests will not be reserved until all room fees, security deposits and appropriate paperwork is received by the Park District. Paperwork may include the application, certificate of insurance, etc.
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 than \$1,000,000 per occurrence.
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. 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. **Items such as glitter, "silly string", confetti and duct tape are strongly prohibited.**
14. Facility rental policies are subject to change without prior notice.

I have read, understand and agree to the above Downers Grove Park District rules, regulations and guidelines.

Signature of Applicant

Date