

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

RECREATION and FITNESS CENTER  
4500 BELMONT ROAD  
630.960.7500 Fax: 630. 960.7251

LINCOLN CENTER  
935 MAPLE AVE  
630. 960.7500 Fax: 630. 963.5884

Date: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_ Phone # \_\_\_\_\_

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

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

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

E-mail Address \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Video Screen    LCD Projector    TV/DVD    Sound System    Podium    Microphone    AV Cart    Volleyball Net

**RECREATION CENTER ONLY:** Badminton Net \_\_\_\_\_ Bleachers \_\_\_\_\_ Portable Scoreboards \_\_\_\_\_

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

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**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:** For information safety, your credit card number should never be disclosed on this form. You will be contacted for your payment information if you are not submitting this form in person.

**Your signature is needed! Please read our Rental Guidelines located on the reverse side of this application.**

For Office Staff Only:

Payment type: Check # \_\_\_\_\_ Credit Card (last four digits) \_\_\_\_\_

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 30 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 security deposit is required for each room rented and is due along with the rental fees at time of reservation. Security deposit charges will vary and will be determined by room size and amenities offered.
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 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.
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.**

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Signature of Applicant

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Date