Des Plaines Park District

Facility Rental Request

Applicant's Name_____ Organization: _____

By signing this application, I agree that I will be responsible for use of Park District property by my group and for damages which might occur. I will arrive and remain with my group for the entire time we use the Park District property. In accordance with Park District facility rental requirements, I am 25 years of age and agree to the terms of this rental.

Applicant Signature: _____ Date: _____

Location Requested: _____ For What Purpose: _____

Date Requested: _____ Start Time / End Time: _____

Number of Participants: _____

On the date of your rental, a phone number where you can be reached: (_____) _____

Home Phone: (_____)_____ Work Phone: (_____) _____

Applicant Address _____City: _____ Zip: _____

Applicant e-mail: _____Organization e-mail: _____

Will you be charging an admission or donation? ☐Y ☐N

Please check your set-up choice. Park District staff will set up tables and chairs.

Insurance regulations do not permit you to set up our tables and chairs.

☐ **A. Banquet Style:** 6 chairs per table, plus up to 3 tables for a buffet and/or gifts.

☐ **B. Classroom Style:** 3 chairs per table, facing one speaker's table and chair.

☐ **C. Meeting Style:** Chairs placed in rows, facing one speaker's table and chair.

☐ **D. Picnic Shelters:** No set up required.

Set-up Required: Number of tables:_____ Number of chairs: _____ 100 cup coffee urn? ☐Y ☐N

Tables are 6 feet long by 30 inches wide

Credit Card Information

Credit Card: ☐Visa ☐MasterCard ☐Discover

Account Number:

☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Exp. Date: _____/_____
MM YY

Cardholder Name: _____ Cardholder Signature: _____

Total amount charged:_____ *The Park District reserves the right to change a payment to reflect the correct fee.*

Administrative & Leisure Center • 2222 Birch Street • Des Plaines, IL 60018

Phone: 847-391-5700 • Fax: 847-391-5707 • www.DPParks.org

Facility Rental Agreement

I understand, by signing this application, I agree that I will be responsible for the use of Park District property by my group and for damages which might occur. I will arrive and remain with my group for the entire time we use the Park District property. In accordance with this *Park District Request for Facility Rental*, I am 25 years of age and agree to the terms of this rental.

Initials _____

I understand that NO alcohol is allowed in and around any Park District property, including parking lots. Use or evidence of the use of alcohol will result in the loss of your entire deposit.

Initials _____

I understand that NO smoking is allowed in, or within 15 feet of, any Park District property.

Initials _____

I understand that all reservations state a beginning and ending time, and that this is when the property is available. When reserving, please allow for setup and cleanup time. Any changes must be made three business days prior to the rental date.

Initials _____

I understand that open flames, including the burning of candles, and incense, are NOT allowed in any Park District property.

Initials _____

I understand that all live bands, or a DJ, must be approved at time of application.

Initials _____

I understand that use of confetti is not allowed in any Park District building. Use or evidence of the use of confetti will result in the loss of your deposit.

Initials _____

I understand that the Park District staff will remove all garbage from the building but I am responsible for disposing all waste in the garbage receptacle provided.

Initials _____

I understand that the Park District has three styles of room setup to choose from. NO exceptions will be made. Tables cannot be moved or taken down. Helium balloons must be tied down by weights. Any balloons released to the ceiling will result in the loss of your deposit. Decorations must be secured only with painter's tape.

Initials _____

I understand that I am responsible for all my guests. Children must stay in the party room or be with an adult.

Initials _____

I have read and fully understand the terms, and agree to all in full. Failure to comply with these rules will result in the loss of the entire deposit. I also understand that a Park District employee or Police Officer may inspect facility to ensure that the rental is in compliance with all Park District rules and policies.

Signature_____ Date _____

On the day of your rental, you must bring your contract and a photo ID. Facility will only be opened for the applicant.

Des Plaines Park District
2222 Birch Street • Des Plaines, IL 60018
847-391-5700 • www.DPParks.org

Facility Rental Rates

Effective May 1, 2013

Facility	Capacity	Resident *Deposit*	Non-Resident *Deposit*	Resident *Fee*	Non-Resident *Fee*
Administrative & Leisure Center					
*Classroom-Setup Fee $35.00	50	$75.00	$150.00	$30/Hour	$ 60/Hour
*Gymnasium				$65/Hour	$104/Hour
Arndt Park Fieldhouse: $75 Setup Fee	100	$150.00	$300.00	$54/Hour	$108/Hour
Cumberland Terrace: $35 Setup Fee	35	$150.00	$300.00	$32/Hour	$ 64/Hour
Lake Park Picnic Shelters	100	$50.00	$ 50.00	$ 58/Day	$ 136/Day
Des Plaines Businesses	100	$50.00	–	$105/Day	–
Lake Park: South Open Area	N/A	$50.00	$ 50.00	$300/Day	$ 550/Day
West Park					
Fieldhouse: $75 Setup Fee	100	$150.00	$300.00	$54/Hour	$108/Hour
Picnic Shelters 1 & 2	32	$50.00	$ 50.00	$58/Day	$136/Day
***Prairie Lakes:** $35 Setup Fee					
Mountain View 1	35	$75.00	$150.00	$30/Hour	$60/Hour
Mountain View 2	65	$75.00	$150.00	$39/Hour	$78/Hour
Mountain View 3	35	$75.00	$150.00	$30/Hour	$60/Hour
Mountain View 1 + 2	100	$75.00	$150.00	$60/Hour	$120/Hour
Mountain View 1 + 2 + 3	135	$75.00	$150.00	$90/Hour	$180/Hour
Mountain View Kitchen	–	$75.00	$150.00	$40.00	$80.00
Meeting Rooms 1 or 2	35	$75.00	$150.00	$30/Hour	$60/Hour
Multi Purpose Room 1	50	$75.00	$150.00	$39/Hour	$78/Hour
Multi Purpose Room 2	30	$75.00	$150.00	$30/Hour	$60/Hour
Multi Purpose Room 1 + 2	80	$75.00	$150.00	$60/Hour	$120/Hour
Multi-Purpose Room Kitchen	–	$75.00	$150.00	$40.00	$80.00
Prairie Lakes Gymnasium					
Full Gym				$146/Hour	$220/Hour
1/2 Gym				$ 73/Hour	$110/Hour

****There is an additional $17 per hour charge if a facility rental is not within normal building hours.***

No alcohol is allowed at any Park District facility, with the exception of Golf Center Des Plaines.
Cancellation policy: Seven days prior to rental period, in order to receive a refund.

Administration and Leisure Center
2222 Birch Street

Arndt Park Field House
1990 S. White Street, at Howard Avenue

Cumberland Terrace Field House
426 S. Warrington Road

Lake Park
2200 Lee Street
2 open shelters
Shelter 1 includes: 8 picnic tables and grill
Shelter 2 includes: 9 picnic tables and grill

South Lake Park open area available
Lee Street at Touhy Avenue

Prairie Lakes Community Center
515 E. Thacker Street
Des Plaines, IL 60016

Golf Center Des Plaines
353 N. River Road
Des Plaines, IL 60016
Note: Alcohol is permitted at this facility.
www.clubcasa.com/banquet
Please call 847-298-5100 for rental information

West Park Picnic Shelters
651 S. Wolf Road
2 open shelters, 4 picnic tables in each
Shelter 1 includes: one grill and an electrical outlet
Shelter 2 includes: an electrical outlet

FRR-10-13