



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:

□	□	□	□	□	□	□	□	□	□	□	□	□	□	□	□
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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.*



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 compliance 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 guns are not allowed on or in any Park District property, pursuant to 430 ILCS 66/65.

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.



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FACILITY RENTAL RATES

Effective January 1, 2016

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	\$33/Hour	\$ 66/Hour
*Gymnasium				\$72/Hour	\$144/Hour
Arndt Park Fieldhouse: \$75 Setup Fee	100	\$150.00	\$300.00	\$59/Hour	\$118/Hour
Cumberland Terrace: \$35 Setup Fee	35	\$150.00	\$300.00	\$35/Hour	\$ 70/Hour
Lake Park Picnic Shelters	100	\$50.00	\$ 50.00	\$ 64/Day	\$ 148/Day
Des Plaines Businesses	100	\$50.00	–	\$105/Day	–
Lake Park: South Open Area	N/A	\$50.00	\$ 50.00	\$300/Day	\$ 550/Day
Lake Park Clubhouse	35	\$150.00	\$300.00	\$ 35/Hour	\$ 70/Hour
West Park					
Fieldhouse: \$75 Setup Fee	100	\$150.00	\$300.00	\$59/Hour	\$118/Hour
Picnic Shelters 1 & 2	32	\$50.00	\$ 50.00	\$64/Day	\$148/Day
*Prairie Lakes: \$35 Setup Fee					
Mountain View 1	35	\$75.00	\$150.00	\$33/Hour	\$ 66/Hour
Mountain View 2	65	\$75.00	\$150.00	\$43/Hour	\$ 86/Hour
Mountain View 3	35	\$75.00	\$150.00	\$33/Hour	\$ 66/Hour
Mountain View 1 + 2	100	\$75.00	\$150.00	\$64/Hour	\$128/Hour
Mountain View 1 + 2 + 3	135	\$75.00	\$150.00	\$96/Hour	\$192/Hour
Mountain View Kitchen	–	\$75.00	\$150.00	\$40.00	\$ 80.00
Meeting Rooms 1 or 2	35	\$75.00	\$150.00	\$33/Hour	\$ 66/Hour
Multi Purpose Room 1	50	\$75.00	\$150.00	\$43/Hour	\$ 86/Hour
Multi Purpose Room 2	30	\$75.00	\$150.00	\$33/Hour	\$ 66/Hour
Multi Purpose Room 1 + 2	80	\$75.00	\$150.00	\$64/Hour	\$128/Hour
Multi-Purpose Room Kitchen	–	\$75.00	\$150.00	\$40.00	\$ 80.00
Prairie Lakes Gymnasium • Leisure Center Gymnasium					
Full Gym				\$146/Hour	\$220/Hour
Half Gym				\$ 73/Hour	\$110/Hour
Half-court (1 rim)				\$ 36.50/Hr.	\$ 55/Hour

***There is an additional \$17 per hour charge if a rental is not within normal business 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.

Administrative 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 Clubhouse 1015 Howard Avenue (West of Lee Street) Lake Park Picnic Shelters Shelter No. 1, 2200 Lee Street 8 picnic tables and grill Shelter No. 1, 2200 Lee Street 9 picnic tables and grill South Lake Park, 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 <i>Note: Alcohol is permitted at this facility.</i> 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
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LEISURE CENTER FACILITY INFORMATION

- LOCATION: 2222 Birch Street, Parking: 155 vehicles.
- ROOM CAPACITY: Gym 300 people including all adults and children, classrooms 50 people including all adults and children. This limit may NOT be exceeded.
- FIRE/BURNING: No open or closed flames maybe used in any Park District building. This includes no burning of candles or incense.
- ALCOHOL: ***Alcoholic beverages are prohibited. Evidence of alcohol will result in loss of deposit.***
- SMOKING: Smoking is NOT permitted in this public building.
- EQUIPMENT: Six (6) foot tables seating 6 people; metal folding chairs; 100 cup coffee urns.
- SET-UP: Due to safety precautions, Park District staff will do set up and take down of all tables and chairs, which you requested. Your fee includes this.
- CLEAN UP: ***All food, table coverings which you provide, and all decorations are to be removed by you within the hours of this agreement. Nothing may be attached to any wall, door, or ceiling area without prior approval. Failure to clean will result in loss of deposit and possible additional charges.***
- TIME: A building custodian or supervisor will arrive at the starting time, will close the building at the ending time on this agreement and will remain on premises for the hours of this agreement.
- HOURS: Usage hours are as stated on the first page of this agreement. ***All changes must be arranged with the Park District office in advance, not with the custodian. Failure to arrive or depart on time will result in being charged \$10.00 per quarter hour.***
- PROBLEMS: Should you experience problems such as lack of heat; electricity, etc. contact the supervisor on duty.

DEPOSIT: **Deposit will be returned, in full, if no problems or damages occur and agreement hours are not exceeded.**

RESPONSIBILITY: You agree to be responsible for any injury or damage to person or property arising out of your occupancy, use or enjoyment of the Leisure Center or the occupancy, use or enjoyment of any other agents, Licensees, invitee or any other third party. You agree that your deposit may be used, applied or retained in whole or in part to the extent required to pay for such injuries or damages, including but not limited to a minimum \$100.00 - \$250.00 charge for a false fire or police alarm. You agree to indemnify and hold the Des Plaines Park District harmless from any and all claims, demands, expenses liens, losses or liabilities (including reasonable attorney's fees and court costs) of any kinds whatsoever, arising directly or indirectly out of your occupancy, use or enjoyment of the center including that of your agents, licensees, invitee or any other third party.