



# 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.***



847-391-5700 • DPParks.org

# FACILITY RENTAL RATES

Effective January 1, 2016

Facility	Capacity	Resident Deposit	Non-Resident Deposit	Resident Fee	Non-Resident Fee
<b>Administrative &amp; Leisure Center</b>					
*Classroom-Setup Fee \$35.00	50	\$75.00	\$150.00	\$33/Hour	\$ 66/Hour
*Gymnasium				\$72/Hour	\$144/Hour
<b>Arndt Park Fieldhouse: \$75 Setup Fee</b>	100	\$150.00	\$300.00	\$59/Hour	\$118/Hour
<b>Cumberland Terrace: \$35 Setup Fee</b>	35	\$150.00	\$300.00	\$35/Hour	\$ 70/Hour
<b>Lake Park Picnic Shelters</b>	100	\$50.00	\$ 50.00	\$ 64/Day	\$ 148/Day
<b>Des Plaines Businesses</b>	100	\$50.00	–	\$105/Day	–
<b>Lake Park: South Open Area</b>	N/A	\$50.00	\$ 50.00	\$300/Day	\$ 550/Day
<b>Lake Park Clubhouse</b>	35	\$150.00	\$300.00	\$ 35/Hour	\$ 70/Hour
<b>West Park</b>					
<b>Fieldhouse: \$75 Setup Fee</b>	100	\$150.00	\$300.00	\$59/Hour	\$118/Hour
<b>Picnic Shelters 1 &amp; 2</b>	32	\$50.00	\$ 50.00	\$64/Day	\$148/Day
<b>*Prairie Lakes: \$35 Setup Fee</b>					
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
<b>Prairie Lakes Gymnasium • Leisure Center Gymnasium</b>					
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.**

<b>Administrative and Leisure Center</b> 2222 Birch Street  <b>Arndt Park Field House</b> 1990 S. White Street, at Howard Avenue  <b>Cumberland Terrace Field House</b> 426 S. Warrington Road  <b>Lake Park Clubhouse</b> 1015 Howard Avenue (West of Lee Street)  <b>Lake Park Picnic Shelters</b> Shelter No. 1, 2200 Lee Street <b>8 picnic tables and grill</b> Shelter No. 1, 2200 Lee Street <b>9 picnic tables and grill</b>  <b>South Lake Park, Lee Street at Touhy Avenue</b>	<b>Prairie Lakes Community Center</b> 515 E. Thacker Street Des Plaines, IL 60016  <b>Golf Center Des Plaines</b> 353 N. River Road Des Plaines, IL 60016 <i>Note: Alcohol is permitted at this facility.</i> <a href="http://www.clubcasa.com/banquet">www.clubcasa.com/banquet</a> <b>Please call 847-298-5100 for rental information</b>  <b>West Park Picnic Shelters</b> 651 S. Wolf Road <b>2 open shelters, 4 picnic tables in each</b> <b>Shelter 1 includes: one grill and an electrical outlet</b> <b>Shelter 2 includes: an electrical outlet</b>
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## PRAIRIE LAKES CENTER FACILITY INFORMATION

The Des Plaines Park District would like to thank you for using one of our rental facilities. If there is anything that did not meet with your satisfaction, please let us know! The Park District prides itself on being a valuable community resource that adds to the excellent quality of life in Des Plaines. There are many facilities that may be rented, if you would like a list with fees please contact our office. The Park District does ask that you read the information below and if you have any questions, to contact us at 847-391-5700.

LOCATION: 515 E. Thacker, Phone 847-391-5711 Parking: 200 vehicles.

ROOM CAPACITY: Mountain View 1 and 3, and Prairie Room each 35 people and 65 people for Mountain View 2. This limit may NOT be exceeded.

KITCHEN: The industrial kitchen has a sink, oven and counters. Cooking, eating and serving utensil are NOT provided. The Park District assumes NO responsibility for any food service.

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 and may be denied future usage of our facilities.***

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 the 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, or loss of deposit.***

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.

NOTE: Vehicles are NOT permitted to drive up on brick pavers near the Three front entrances. A loading dock area is located on the Southwest side of the building if needed.