# 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. Tables are 6 feet long by 30 inches wide*

- ☐ **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

---

**Credit Card Information**

Credit Card: ☐ Visa ☐ MasterCard ☐ Discover

Credit Card Number: *(Please do not email your credit card information.)*

☐☐☐☐ ☐☐☐☐ ☐☐☐☐ ☐☐☐☐ Exp. Date: _____/_____ ☐☐☐

MM YY 3-digit CVV (On the back of your card)

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 the 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 of, 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 **no refunds** will be issued for outdoor rentals due to inclement weather. Initials _____

I understand that **bouncy houses** and other **inflatables** are not allowed on any Park District property. Initials _____

I understand that grilling is only allowed on existing Park District grills and **NO** outside grills are allowed. 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 approve at time of application and must provide a Certificate of Liability. Initials _____

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

I understand that at the Arndt Park Fieldhouse and West Park Fieldhouse I am responsible for removing all garbage from the building and putting it in the dumpster located near the facility. *This does not apply to picnic pavilions.* Initials _____

I understand that at the Park District has three styles of room set up 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 understand that during or due to my rental one of the following incidents occurs, I will forfeit the deposit and may lose my right to rent from the Park District in the future: noise complaint issued; police presence is required; group stays past park/facility closing hours; group size exceeds the State of Illinois Guidelines for gatherings. 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 Park District employee or Police Officer may inspect facility to ensure that the rental is in compliance with all Park District rules and polices.

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

847-391-5700 • DPParks.org

# FACILITY RENTAL RATES

*Effective January 17, 2023*

| Facility | Capacity | Resident *Deposit* | Non-Resident *Deposit* | Resident *Fee* | Non-Resident *Fee* |
|---|---|---|---|---|---|
| **Administrative & Leisure Center** | | | | | |
| *Classroom Setup/Cleanup Fee $37 | 35 | $ 75.00 | $150.00 | $47/Hour | $ 94/Hour |
| *Gymnasium | | | | $94/Hour | $187/Hour |
| **Arndt Park Fieldhouse** $80 Set & Clean | 100 | $150.00 | $300.00 | $83/Hour | $166/Hour |
| **Blackhawk Park Pavilion** | 70 | $ 50.00 | $ 50.00 | $93/Day | $185/Day |
| **Cumberland Terrace Fieldhouse** $37 Set & Clean | 35 | $150.00 | $300.00 | $47/Hour | $ 94/Hour |
| **Lake Park Pavilions** | 100 | $ 50.00 | $ 50.00 | $ 93/Day | $185/Day |
| Des Plaines Businesses | 100 | $ 50.00 | – | $142/Day | – |
| Lake Park: South Open Area | N/A | $ 50.00 | $ 50.00 | $400/Day | $712/Day |
| **West Park Fieldhouse & Pavilions** | | | | | |
| Fieldhouse: $80 Set & Clean | 100 | $150.00 | $300.00 | $83/Hour | $166/Hour |
| Pavilions 1 & 2 | 32 | $ 50.00 | $ 50.00 | $93/Day | $185/Day |
| ***Prairie Lakes Setup & Cleanup fees:** 1 room, $37; 2 rooms, $59; 3 rooms, $70. | | | | | |
| Mountain View 1 | 35 | $ 75.00 | $150.00 | $47/Hour | $ 94/Hour |
| Mountain View 2 | 50 | $ 75.00 | $150.00 | $62/Hour | $123/Hour |
| Mountain View 3 | 35 | $ 75.00 | $150.00 | $47/Hour | $ 94/Hour |
| Mountain View 1 + 2 | 85 | $ 75.00 | $150.00 | $94/Hour | $187/Hour |
| Mountain View 1 + 2 + 3 | 120 | $ 75.00 | $150.00 | $129/Hour | $259/Hour |
| Mountain View Kitchen | – | $ 75.00 | $150.00 | $47 | $104 |
| Meeting Rooms 1 or 2 | 35 | $ 75.00 | $150.00 | $47/Hour | $ 94/Hour |
| Multi-Purpose Room | 70 | $ 75.00 | $150.00 | $94/Hour | $187/Hour |
| Multi-Purpose Room Kitchen | – | $ 75.00 | $150.00 | $47 | $104 |
| **Prairie Lakes Gymnasium** | | | | | |
| Full Gym | | | | $188/Hour | $285/Hour |
| Half Gym | | | | $ 94/Hour | $142/Hour |
| Half-court (1 backboard/hoop) | | | | $ 47/Hour | $ 72/Hour |

**There is an additional $18 per hour charge if a rental is not within normal business hours.*

**Late fees are accessed for arriving before or staying past the hours on your contract. See individual facility info for fees.*

*Cancellation policy: Seven days prior to rental period, in order to receive a full refund.*

*No alcohol is allowed at any Park District facility, with the exception of the Golf Center.*

**Administrative and Leisure Center**
2222 Birch Street • 847-391-5700

**Prairie Lakes Community Center**
515 E. Thacker Street • 847-391-5711

**The River Room**, *Banquets*
Golf Center Des Plaines, 353 N. River Road
www.clubcasa.com/banquet

***Please call 847-298-5100 for reservations.***
*Note: Alcoholic beverages are served in the Restaurant, Sports Bar, and Banquet Room.*

**Arndt Park Field House**
1990 S. White Street

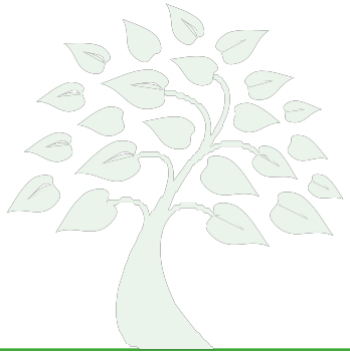
**Blackhawk Park Pavilion**
190 E. Golf Road
*9 picnic tables, grill, electric outlet*

**Cumberland Terrace Field House**
426 S. Warrington Road

**Lake Park Pavilions**
- North, 1187 Howard Avenue
  ***8 picnic tables, grill, electric outlet***
- Optimist Pavilion, 2200 Lee Street
  ***9 picnic tables, grill, electric outlet***
- South Pavilion, 1012 Touhy Avenue
  ***8 picnic tables, grill, electric outlet***

**South Lake Park Open Space**
Lee Street at Touhy Avenue

**West Park Fieldhouse & Pavilions**
651 S. Wolf Road
Pavilion 1
***4 picnic tables, grill, electric outlet***
Pavilion 2
***4 picnic tables, grill, electric outlet***



**WEST PARK PICNIC PAVILION**
**FACILITY RENTAL INFORMATION**

*Thank you for renting the West Park picnic pavilion.* The Park District prides itself on being a valuable community resource that adds to the quality of life for all residents of Des Plaines. We have many facilities that may be rented, including field houses, picnic pavilions, and rooms. A complete list, with fees, is available on our website, and at Park District facilities. We ask that you please read the important information below.

If you have any questions, or if there was anything about the rental that did not meet your expectations, please contact us at 847-391-5700.

| | |
|---|---|
| LOCATION: | 651 S. Wolf Road, corner of Wolf and Greenview. |
| PARKING: | Wolf Road lot: 69 vehicles parking lot capacity.<br>Greenview St. lot: 69 vehicles parking lot capacity.<br>Parking lots are shared with Park District programs and events. |
| ALCOHOL: | **Park District Code PROHIBITS any alcoholic beverages on any park property. *Evidence of alcohol will result in loss of deposit*.** |
| WEATHER: | No refunds will be issued due to inclement weather. |
| RESTRICTIONS: | Bouncy houses are not allowed on any Park District Property. Amplified sound or extra canopies/tents are not allowed. Patrons cannot bring their own grill; please use the grill that is provided by the Park District. Deep frying is prohibited. |
| EQUIPMENT: | 4 picnic tables and 1 grill are available. Tables are anchored to the pavilion floor. There is electricity at this pavilion. The electrical outlet can only handle up to 20 amps. The Park District is not responsible for damage to personal equipment if the circuit breaker is tripped. |
| ANIMALS: | All pets must be leashed. |
| CLEAN UP: | It is the responsibility of the group to remove all food, table coverings etc., prior to leaving the park.<br><br>**DO NOT put hot coals in any trash containers. *Failure to clean will result in loss of deposit and possible additional charges.*** |
| HOURS: | Usage hours are as stated on your contract**. All changes must be** |

**arranged with the Park District office in advance.**

PROBLEMS: Should you experience any problems with this facility please contact Golf Center at 847-803-4653. The Golf Center is located at 353 N. River Road. Please have your contract with you, to verify your rental.

WASHROOMS: Are located in the concession stand building near the ballfields, and are open from dawn to dusk.

DEPOSIT: **Deposit will be returned, in full, if no problems or damages occur and agreement hours are not exceeded.** If during or due to your rental one of the following incidents occurs, you will forfeit the deposit and may lose your right to rent from the Park District in the future. Noise complaint is issued; group size exceeds the State of Illinois Guidelines for gatherings. If excessive clean-up is required, a $25.00 per hour charge will be incurred not limited by the amount of your deposit.

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 West Park picnic pavilion or the occupancy, use or enjoyment of any other agents, Licensees, invitee or any 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 Park District harmless from any and all claims, demands, expenses, liens, losses or liabilities (including reasonable attorney's fees and court costs) of any kind whatsoever, arising directly or indirectly out of your occupancy, use or enjoyment of the park including that of our agents, licensees, invitee or any other third party.