



# 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/End Time (including set up & clean up): \_\_\_\_\_

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: \_\_\_\_\_ \*No changes will be allowed within 3 business days of rental

## 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*



# 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.**

## ARNDT PARK FIELD HOUSE FACILITY INFORMATION

*Thank you for renting the Arndt Park Field House.* 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 pavilion, 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: 1990 White St. Parking: 99 vehicles, parking lot capacity is shared with Park District programs and events. A phone for emergency use is located in this building.
- ROOM CAPACITY: 100 people with seating for 96 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: **Park District Code PROHIBITS any alcoholic beverages on any park property. Evidence of alcohol will result in loss of deposit and renter will lose rental ability through the Des Plaines Park District.**
- SMOKING: Smoking is NOT permitted in or within 15 ft of this public building.
- KITCHEN: Includes refrigerator, microwave, counter space and sink. Cooking, eating and serving utensils are NOT provided. The Park District DOES NOT provide any catering services. NO grilling or deep frying is allowed.
- EQUIPMENT: Six foot tables with metal folding chairs. Table coverings are not provided.
- SET-UP: Due to safety precautions, Park District staff will perform set up and take down of all tables and chairs according to our standard set up choices. **Please do not take down or move tables and chairs.**

- 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 unless painters tape is used. Please throw out all trash in the dumpster which is located on the south side of the parking lot. **Failure to clean will result in loss of deposit and possible additional charges.***
- TIME: The custodian will arrive 10 minutes prior to the starting time of this agreement and will wait 15 minutes past your starting time. If you have not arrived by that time, the building will be locked, and the custodian will leave. At that point you would need to call (847) 803-4653.
- 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: \$41.50 per quarter hour for residents; \$83.00 per quarter hour for non-residents.***
- PROBLEMS: If you need to contact our staff on the day of your rental, call the following phone numbers. (847)803-4653 or if Monday through Friday, 8:30am to 5:00pm (847-391-5700).
- 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 Arndt Park Field house 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.