



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 setup 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 that 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.

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.

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

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

I understand that **no refunds** will be issued for outdoor rentals due to inclement weather.

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

I understand that grilling is only allowed on existing Park District grills and **NO** outside grills are allowed.

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 before the rental date.

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

I understand that all live bands, or a **DJ**, must be approved at time of application and must provide a Certificate of Liability.

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.

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.*

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.

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

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.

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 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.

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

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