DES PLAINES PARK DISTRICT ADMINISTRATIVE POLICY / PROCEDURE

SUBJECT: PRAIRE LAKES THEATER USE PROCEDURE

DATE: October 29, 2026

TO: All Full and Part-time Employees

FROM: April Lohr, Superintendent of Recreation

DEPARTMENT: Recreation

POLICY: A – 9

Replaces previous versions: Replaces April 27, 2026, March 7, 2022; April 6, 2021; January 15, 2013; December 21, 1992

INTRODUCTION: Attached is the Procedures & Rules Manual for the use of the Prairie Lakes Theater. Fees are reviewed on a regular basis by the Park Board which staff use as a guideline and have the ability to negotiate to fill the space.

See attached……..

Approved By Executive Director

10/29/2026
Date

PROCEDURES & RULES FOR THE USE OF THE DES PLAINES PARK DISTRICT PRAIRE LAKES THEATER

GENERAL POLICIES & PROCEDURES

PURPOSE

The primary purpose of the Des Plaines Park District Prairie Lakes Theater is to provide a performing arts and events venue to be used for a variety of cultural uses by the community. The Park District wishes to stimulate individual creativity, community interest and appreciation of the arts through use of this facility.

PRIORITIES FOR SCHEDULING THE FACILITY

The following priorities have been established for the scheduling of the theater:

1. Park District sponsored programs/productions

2. Long Term productions.

    i. No more than two permanent theater groups will be allowed to have up to three productions per year.
    ii. Any other group having annual one week productions.

3. Other governmental/corporate/community service agencies within Des Plaines boundaries.

4. Organizations and groups whose members are predominantly Des Plaines residents.

5. Organizations and groups whose members are predominately non-residents.

The Park District may refuse bookings at any time and for any reason that, in the opinion of the Executive Director, may be contrary to the best interest of the Park District. By renting this facility to a particular group, the Park District is not necessarily endorsing the opinions and philosophy of that particular group.

Multi-day rentals are on a 'limited use' basis. The Park District reserves the right to schedule front of stage and general seating rentals in tandem with multi-day rentals when rehearsals or performances are not scheduled. Groups that prefer to waive this option for 'exclusive use' of the theater during all or part of their rental period will pay an additional daily fee, as detailed on the attached fee schedule. The Park District reserves the right to override the 'exclusive use' rental at any time and for any reason. Should this happen a rental will be credited on the household account the cost of 'exclusive use' daily fee for the day(s) the space was utilized by another rental.

HOURS OF USE-GENERAL RENTALS

All rentals are limited to general Community Center hours of operation. Any other exceptions must be requested in writing with approval granted by the Park District. Any group which uses the facility past

general hours will be assessed a fee equal to at least two times the direct custodial costs. Repeated curfew violations will jeopardize a group's right to use the facility.

APPLICATION FOR USE

The Prairie Lakes Theater season runs from September 1 through August 30. Park District Programs, returning theater groups and regular community groups must submit season date requests by January 1 prior to the season. Once the request is approved, requester will receive a Prairie Lakes Theater Rental Application by email. To secure the requested dates, approved applicants must submit the completed rental application and the following items by February 1:

- Security deposit
- Certificate of Liability Insurance

Important: All required documents and payments must be received by February 1. Incomplete applications will forfeit their requested dates, and those dates may be made available to other rental groups. Rental requests received after January 1 will be reviewed after February 1 and considered based on availability.

Written application for use, with complete information, must be made on the form provided by the Park District and submitted to the Park District. Use of the facility includes only those areas and equipment specifically stated on the application for use. Any group which uses additional areas and/or equipment will be assessed accordingly.

The Park District reserves the right to deny an application based on Theater availability, program content, and or the ability to provide adequate insurance. The Des Plaines Park District works with a variety of individuals and agencies to ensure that recreational programs and services are available and accessible to all persons, regardless of age, gender, religion, race, sexual orientation, socio-economic status and level of physical or mental ability.

Any performance piece must be submitted (with a brief summary) to the Des Plaines Park District and approved prior to obtaining a license to perform. Rental group guarantees that it has cleared at the source all necessary performing rights, licenses, and permissions necessary to present the performance; the performance does not contain any matter that constitutes an invasion of privacy, and is not libelous, obscene or otherwise contrary to law.

FEE INFORMATION

Rental deposits are required at the time of reservation application approval. The reservation fees are due no later than 14 days prior to the event.

Basic rental fees are assessed according to a schedule, which lists varied rates based on the purpose of the renting organization/individual, length of rental and the day and time of use. Rental fees can be found at the end of this document.

The basic rental fee includes the use of the lobby, auditorium, stage, curtains, and general house and stage lighting. Certain other types of equipment and areas will be provided if available and assessed according to the rate schedule. Rental rates for the facility are offered on an "as is, where is" basis. All changes, modification and movement of materials will be done at the renter's expense.

Use of storage areas for property, equipment and costumes; scene shop and set storage; projection/control room; dressing rooms; and box office are limited to Park District sponsored activities unless authorized separately in writing by the Park District.

The Park District reserves the right to charge for overtime and/or use of areas or equipment not represented in the application for use. Adjustments to the contracted fee will be made within ten (10) days of the rental and billed accordingly.

RENTAL FEE REVIEW

All rates and fees listed herein will be reviewed on a periodic basis and charged accordingly to keep pace with operating expenses. For current rental fees, see Attachment A.

RENTAL CATERGORIES

Local Government

Includes Park District sponsored or co-sponsored events and programs, Park District funded organizations, Des Plaines local governmental organizations, including public schools and local community service organizations which sponsor one day meetings/events that are not commercial or political in nature. Groups will be responsible for any direct costs incurred including extension of the building hours, technical staff and additional amenities.

Resident

Includes resident groups/corporate and in-district companies. These groups must consist of at least 60% Des Plaines residents.

Non-Resident

Includes all non-resident groups. These groups will consist of less than 60% Des Plaines residents.

CERTIFICATE OF INSURANCE

All users, in any category, of the Prairie Lakes Theater are required to provide the following insurance provision:

It is fully understood and agreed by the parties that the renter shall fully defend, indemnify and hold harmless the District, including its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.

The renter shall provide a certificate of insurance verifying $1,000,000 minimum general liability insurance naming the District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the date(s) and nature of the event no later than twenty-one (21) days prior to the event. The renter's insurance shall be primary insurance as respects the District. Any insurance or self-insurance maintained by the District shall be in excess of the renter's insurance and shall not contribute with it.

The renter shall agree to waive all rights of subrogation against the District.

CANCELLATION BY THE PARK DISTRICT

If for any reason the Community Center Theater cannot, in the judgment of the Executive Director be used for the purpose and at the time the renter has specified, then the Park District reserves the right to terminate the agreement. The renter agrees that its only claim upon the Park District shall be for the refund of any monies paid for the use of the premises. The renter also releases the Park District from any and all claims in the event of a cancellation.

REFUND POLICY

Cancellation of reservations by fault of the renter must be made in writing to the Park District and will result in deposit loss according to the following schedule:

Times Before Reserved Dates:	Charge/Loss of Deposits
More than 2 months	$10.00 standard refund fee
1–2 months	25%

8 days to 1 month	50%
Less than 8 days	100%

All security deposits will be refunded if all the conditions are met for the refund.

REGULATIONS FOR ALL USES OF THE PRAIRIE LAKES THEATER

USE OF PARK DISTRICT EQUIPMENT

Rental of certain equipment owned by the Des Plaines Park District may be available for rent, according to the rental fee schedule. Requests for this equipment will be made at time of application and must be approved by the Park District. All renters will be held financially responsible for the safe and usable return of rental equipment. Other equipment on the premises may, or may not be available for rental use. Inquire as to their availability and rental price with Park District. Absolutely no property of the Des Plaines Park District, or in it's care, may be used without prior written permission from the Park District.

MAILING ADDRESS

Only Park District sponsored organizations may use a park building as a mailing address. The name of the Park District or Prairie Lakes Theater may not be used in any way except as a description of location. To use these names for any other purpose, you must receive written permission from the Park District. Items sent to the Park District or Prairie Lakes Community Center will be returned to the sender. The address of the community theater is 515 E. Thacker Street, Des Plaines, IL 60016.

PUBLICITY OF EVENTS

Promotional material may only be placed in authorized areas of the Theater. Use of promotional materials in other locations in the Community Center or other District facilities requires consent of the Park District.

Upon approval of the Park District, events may be advertised in the Spectrum brochure and/or the Prairie Lakes digital message board. Requests for promotion in the Spectrum and/or digital message board should be made at the time of application.

When using the name of the Prairie Lakes Theater on printed materials distributed to patrons, users are asked to include the following line: "The Prairie Lakes Theater is a facility of the Des Plaines Park District."

GROUP CONDUCT, SUPERVISION AND DAMAGE

The renting organization will be held legally and financially responsible for the conduct of its representatives, participants, casts, audience and workers while using the Theater. It is the responsibility each group to review and enforce all policies, procedures and rules with their group as a whole.

Responsibility for damage of the Park District and/or other group equipment or materials will be determined by the Park District in consultation with the parties involved. An appropriate deduction will be held from the security deposit of the group found responsible for the damages. If damages costs exceed the deposit amount, the responsible group will be billed accordingly. Payment must be made within 10 days of receipt of invoice for these charges.

Adequate adult supervision, as determined by the Executive Director, must be provided at all times. Renting organizations may be required to employ officers of the Des Plaines Police Department as deemed necessary by the Park District.

PROHIBITED ACTIVITIES
In accordance with Des Plaines Park District Board Policy no alcohol, smoking, illegal drugs, animals, firearms/weapons, or nudity is allowed in Park District facilities. Smoking will not be permitted in any part of the Community Center including the Theater or within 15 feet of any entrance.

FOOD AND BEVERAGES
Food and beverages are not allowed in the theater at any time, and will be allowed elsewhere on the premises only when approved in writing on the application for use. In accordance with Park District policy and civil law the possession of and/or consumption /use of alcoholic beverages or drugs, other then those prescribed by a physician, its strictly prohibited, unless specifically approved in writing by the Executive Director.

SAFETY
PROCEDURES
All facility safety procedures and locations of all AED's in the facility will be reviewed with the theater contact for each group. It will be the responsibility of the groups contact to review this with everyone else involved with or assisting with the event/production.

Groups are required to provide flashlights for ushers or key people in the theater to be used during a dark performance. In the case of an emergency or power outage, having flashlights on hand will assist in directing traffic.

It is recommended that emergency exits and storm shelters be indicated to theater-goers at the start of each performance.

OBSTRUCTIONS
In accordance with local Fire Code aisles shall be used only for passage to and from seats and must be kept unobstructed at all times. All halls and exits must also be kept unobstructed.

STAGE SAFETY
The stage area is very dark and between numbers or scenes it can be difficult for performers to see where they are going. Groups are responsible for providing adequate lighting and marking for safety reasons.

FIRST AID SUPPLIES
Adequate first aid supplies will be located in boxes throughout the facility. When supplies are removed from the kit, fill in the appropriate information on the supply form located with the kit. A group will be charged for any supplies missing from the kit which are not listed on the form.

SUBSTANCES OF AN EXPLOSIVE OR HIGHLY FLAMMABLE NATURE
In accordance with Park District ordinances and local Fire Code, renting organizations will not use or permit the use upon the premises of any substance of an explosive or high flammable nature. This includes welding/torching equipment, propane, flames and candles. Exceptions may be granted by the Park District for artistic reasons if the request is made in writing and the group can prove that the safety of participants is not threatened by the use of such items.

THEATER USAGE

REQUESTS FOR SPECIAL USES

Any exceptions to regulations listed herein must be requested at least two weeks prior to the first night of the event/production. Each particular event/production should be considered a unique endeavor with written requests submitted for the items with each application. Permission granted on previous requests should not be interpreted to assume that permission will be granted for subsequent requests.

THEATER SPECS

The dimensions of the performing stage area is 40' x 40'. The entire stage area is 62' W x 50'L.
The Theater holds 298 people. A seating chart is available on our website or upon request.

INSTALLATION

The renting organization will not erect or operate on the premises any machinery or equipment operated by electricity or other power or install any electrical wires or appliances without the written consent of the Park District. Use of tape or other adhesives, nails, tacks, screws or similar articles on walls or plaster surfaces is not allowed. All decorating must be put up without defacing the building and the installation of such will be subject to the supervision and approval of the Des Plaines Park District. Masking tape or any adhesives which leave a residue are prohibited for use on the stage floor. No nails or other fasteners may be used on the stage floor without the written consent of the Des Plaines Park District. Sawing on the stage is prohibited. Set work must be completed in the scene shop.

LIGHT AND SOUND EQUIPMENT

Only Park District authorized personnel will be allowed to operate the light and sound equipment at the community theater. A Lighting Tech Professional can be provided through the Park District if theatre lighting is preferred, as opposed to just the house lighting. Fees for this service can be found in the attached fee schedule and requires pre-arrangement.

Groups that choose to use their own lighting tech require approval by the Park District and will pay the hourly rate for training on equipment use by Park District staff. Pre-approved groups make sure that the light fixtures are returned to their original location before vacating the theater. Lamps are replaced on an as needed basis. You must bring the burnt out lamp to the front desk to receive a replacement.

There is an Allen & Heath GL 2400 – 24 channel mixing board located in the sound booth. This is available to rental groups if operated by a sound tech professional. The Park District can provide a limited number of microphones, microphone stands and cables, as requested in the application process.

STAGE CURTAINS

If for some reason you take down or move the legs (side curtains), you must make sure they are returned to their original place. If your group secures the curtains in any way, so they do not move during your production (whether it be by taping the track or using another locking mechanism), this MUST be removed during strike. Do not pin items to the stage curtains or black scrim.

PARKING

Cast and crew should use the west parking lot next to the theater. The public will use the main parking lot. A parking attendant may be required to regulate parking in the main lot and auxiliary lot upon request of the Park District.

PIANO

Request for use of the upright piano should be made to the Park District. The piano will only be moved by the Park District. The cost of tuning if requested, will charged to the renting organization.

CLEAN UP
All areas rented in addition to common areas will be thoroughly checked by Park District staff prior to the group's departure. All litter and other items belonging to the group should be removed. Custodial time spent to cleaning up after a group departs will be charged to the group and subtracted from the security deposit.

CLEARED STAGE
The rental organization will leave the stage area clear after use. During the run of the show, storage can be provided only by specific written agreement with the Park District. Any cost incurred to clean/paint the stage will be charged to and subtracted from the security deposit.

STORAGE
The Park District assumes no responsibility for property or materials left on the premises longer than twenty-four (24) hours after an event is completed. No off stage storage space is available for outside groups, unless otherwise approved by the Park District. Fee may be assessed for this accommodation.

DAMAGES
The Park District reserves the right to forfeit all or part of the security deposit for damage and disorder that occurs during a particular group's use. Costs incurred in excess of this deposit, for replacing lost or stolen equipment and repairing damages not due to normal wear and tear, will be billed to the renting organization within 10 days of the occurrence. Payment must be made within ten days of receipt of invoice for these charges.

TEMPERATURE CONTROL
The temperature control for the theater will be set by the Park District. If there are problems, contact the District staff.

EQUIPMENT RETURN
(Microphone, headsets, LED lights, etc)
Any group which utilizes Park District equipment is responsible for the safe return of that equipment within forty-eight (48) hours after completion of specific rental/usage. Equipment not returned will be transported by a hired individual with amount being charged to the user group. Equipment that is returned damaged or not-returned will be repaired or replaced at the expense of the renter.

SCHEDULING
Any and all use of the theater must be scheduled with the Park District. This includes rehearsals, auditions, meetings, technical work, etc. Park programs, rentals and performing events will have booking priority over rehearsals. Groups will be given notice within three days of rehearsals cancelled or changed by the Park District for these reasons.

BUILDING ACCESS
Only Park District staff will allow groups access to areas stated on the rental agreement. Any other exceptions must be requested in writing with approval granted by the Park District. A list of authorized cast/crew must be provided for each group and production.

SECURITY

During all periods of building use, a group representative familiar with the theater policies and regulations must be present and will be held accountable for assisting the Park District in enforcing these rules. Entrance doors to the Theater may not be left propped or unlocked to an area of the facility unless that area is occupied and observed for security

REGULAR MAINTENANCE RESPONSIBILITIES

The Park District will be responsible for maintenance and routine repair to include cleaning the auditorium and stage after Park District programs or rentals, and maintaining the public washrooms, lobby and other common areas. The Park District will also be responsible for routine repair of the theater to include auditorium, stage and support areas.

Theater groups and other rental groups are responsible for the maintenance of the auditorium and backstage areas during the principal use of the facility. Any use of chairs, tables, etc. for meetings or rehearsals by these groups must also be cleaned up and replaced. Should the group require the use of special refuse and/or dumpster services, those shall be coordinated with and reimbursed to the Park District.

SET STRIKE

Set strike and clean up must follow the last performance of each production. The group is responsible for a variety of maintenance tasks during set strike. The group must pick up debris and vacuum the auditorium area. The stage area is to be swept, wet mopped and totally free of debris including plastic tape, marks, etc. Wings will be swept, vacuumed and totally clear of equipment. Stage curtains must be left hanging in the proper position.

Trash cans must be emptied with plastic bags replaced. All trash with materials that cannot be bagged will be deposited directly into the dumpster. The group will be responsible for paying for special trash containers as needed.

The Park District will be responsible for cleaning the public washrooms and front lobby floors. All other areas are the responsibility of the theater or rental groups.

A maintenance evaluation of the condition of the theater will be held following a set strike. If the facility is judged to be unacceptable, the Park District will hire custodial personnel to finish clean up of the facility. Cost of this service will be charged to the theater/rental group and subtracted from the security deposit.

PROPERTY AND EQUIPMENT USE

Permanent equipment must not be removed or altered under any circumstances. Structural or equipment changes may be made only with the written consent of the Park District. Use of ladders is restricted to Park District staff or individuals certified by the Park District. Des Plaines Park District lift is not to be used under any circumstance. Lift rentals are allowed only with a certified user.
The Theater is fly system ready, but anything hung will be the responsibility of the rental group, and must have pre-approval of the Theater Manager. The use of a fly system will require additional proof of insurance. The height of the stage to the catwalk is 21'7" & width from curtain to curtain is 37'10"

LIGHTING ALTERATIONS

Stage, rigging and lighting plans must be submitted at least two weeks prior to production for approval by the Park District for safety and compliance with local code. Lighting must be restored to general settings and all specialty lights and gels removed during set strike. The stage lighting may be used only for production week rehearsals, pick up rehearsals and performances.

SCENE SHOP (WOOD ROOM)

The scene shop must be left in an orderly fashion with floor swept, work areas cleared and trash in proper trash cans each night. All scrap wood must be off the floor with nails removed. Flats, steps and platforms must be stored in the proper location. All tools should be locked down or secured each day. Power tools and extension cords need to be put away and all paints & flammables stored in the approved storage areas.

Attachment A

Des Plaines Park District

PRAIRIE LAKES THEATER
RENTAL FEES

INFORMATION
Basic rental fees are assessed according to a schedule that lists varied rates based on the purpose of the renting organization/individual, and the day and time of use. Organizations must provide evidence of non-profit status, prior to submitting an application, to qualify for non-profit rates.
The basic rental fee includes the use of the lobby, auditorium, stage, curtains, house lighting, dressing rooms and;

- Standard Corded Microphone with Stand
- Handheld Wireless Microphone
- Piano & Piano Bench
- Eartec Headsets/Belt Pack Combination (set of 4)

Rental rates for the facility are offered on an "as is, where is" basis. All changes, modifications and movement of materials will be completed at the renter's expense.

The Park District reserves the right to charge for use of areas or equipment not represented in the application, if used. Adjustments to the contracted fee will be made within ten (10) days of the rental and billed accordingly.

- **RENTAL RATES FOR THE PRAIRIE LAKES THEATER BY CATEGORY**
- **Residential groups:** having at least 60% of residents in the group or audience and Corporate In-District companies
- **Non Resident groups:** having less than 60% residents in the group or audience

RENTAL RATES FOR THE PRAIRIE LAKES THEATER BY CATEGORY

1 & 2 DAY RENTAL FEES: ***Daily or hourly***	**Resident**	**Non-Resident**
Refundable Deposit	$400.00	$400.00
Prime (4hrs.), Weekdays after 4pm & Weekends	$365.00	$715.00
Non-Prime (4hrs.), Weekdays prior to 4pm	$335.00	$670.00
Wood Room (Scene Shop)	$165.00/week	$165.00/week
Additional rental hour's	$85.00/hour	$85.00/hour
LONG TERM RENTAL FEES:		
3 Days up to 4 weeks Refundable Deposit	$400.00	$400.00
Daily Rate: per day Monday–Thursday*	$150.00	$225.00
Daily Rate: per day Friday-Sunday*	$225.00	$345.00
Daily Rate: full week (Mon.–Sun.)	$165.00	$250.00
Exclusive Use **	$138.00/day	$138.00/day
Wood Room (Scene Shop)	$165.00/week	$165.00/week

A 20% discount will be given to groups booking more than 1 long term production in our theater.
***Limited Use requires front of stage and general seating access during non-performance times.**
**** Exclusive Use is to waive the above requirements, in addition to regular rental fees.**

ADDITIONAL EQUIPMENT AND SERVICES

The Park District will offer additional equipment and services to interested groups. Charges for specific equipment, required personnel, and other personnel follow:

Personnel Required:	
Theater Supervisor *(before or after our normal business hours)*	$37.00/hour
Technician *(Lighting or Sound with use of equipment)*	$55.00/hour
Equipment Installation Fees:	
Marley Dance Floor	$200.00
White Curtain	$150.00
White Cyc Drop	$150.00
Affixed Equipment Available:	
Use of the Lighting Board and Theatrical Lights *(Operator Not Included)*	$45/week*
Use of Follow Spot *(Operator Not Included)*	$22/week*
Use of Sound Board and House Sound System *(Operator Not Included)*	$45/week*
Use of LED lights (up to 7 lights)	$45/week*
LCD Projector	$20/week*
Projection Screen	$20/week*
***Minimum charge of 1 week on all equipment**	

Marketing: Whole Package **$132**

Marketing of rental will run 2 weeks prior to opening

- DPParks.org Calendar date — $20.00 for each
- Digital Signage on Thacker Entrance: East/West traffic west of Wolf is 7800 cars &Wolf North/South is 9650 cars per day. — $100.00/rental
- 3 36"x 24" Snap Frame Poster at 2 Park District Facilities & Theater (rental groups must provide printed posters) — $25.00 per frame
- Promotional TV Slide (rental groups must provide artwork) — $20.00 per slide
- Promotional TV Slide Specifications: 1920 X 1080 px (per slide/per timeframe – need

Digital Signage Information Required

- Show Name:
- Date of Show(s):
- Time (start & end)
- Ticket Information:

DPPARKS.ORG Calendar Information Required

- Show Name:
- Date of Show(s):
- Time (start & end)
- Ticket Information:
- Graphic Spec: 600 x 400 / 300 DPI or PPI
- Link to website