



# Room Rental Form

Request Form must be submitted at least one week prior to rental date requested.

Reservations must be made in person at the ARC Center.

Rental form and full payment are due at the time of reservation.

Name \_\_\_\_\_ Approximate Number of guests \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Email \_\_\_\_\_ Phone Number \_\_\_\_\_

Requested Day \_\_\_\_\_ Requested Date \_\_\_\_\_

Type of function: ☐ Business ☐ Personal (includes party attendant)

## Rooms & Fees

	Maximum Capacity	Resident	Non Resident	After Hours
Small Room 105	50 persons (seated)	\$40/hour	\$65/hour	\$50/hour
Large Room 106	150 persons (seated)	\$125/hour	\$195/hour	\$50/hour
Treehouse*	75 persons	\$65/hour	\$65/hour	\$50/hour
Kitchen*		\$35 flat fee	\$35 flat fee	\$50/hour
Gym Court*		\$50/hour	\$75/ hour	\$50/hour

*\*must be booked along with either the Small or Large Meeting Room.*

**After Hours:** Any rental taking place after 9:30pm on weekdays or 7:00pm on Saturdays and Sundays will have an additional fee of \$50 per hour/per room applied to their balance.

**Treehouse:** Treehouse may be booked between 3:00pm & 5:30pm, as available.

**Room Set Ups:** Renter must choose from a selection of predetermined set up options for the rooms.

## Room Calculations

	Start Time	End Time	# of Hours	Fee/hour	Total Due
Small Room 105					
Large Room 106					
Treehouse*					
Kitchen*					
Gym Court*					
Equipment					

Equipment rental is available for an additional \$20. Equipment included are as followed: HDMI, VGA, and microphone (large room only).

### Reservation, Payment & Cancellations

- ◆ All rentals will be processed on a first-come, first-serve basis.
- ◆ Rental form and full payment are due at the time of reservation.
- ◆ The Park District reserves the rights to reject any rental which it feels is not appropriate.
- ◆ Renter filling out request must be at least 21 years of age and must be in attendance the entire duration of the event. This person is responsible for any and all damages that may occur to the building, grounds or equipment.
- ◆ The "rental period" is defined as the entire amount of the time during which the renter occupies the facility. This includes time for set-up and take-down. The Park District's clock shall be the official time.
- ◆ In the event of a one-time cancelation/change, 50% of the amount paid will be assessed for rentals cancelled more than 4 weeks before the scheduled rental date. The remaining 50% can be applied towards a future room rental within a 6 month period. Cancellations/changes must be processed at the same time. No cancellations or changes can be made less than 4 weeks in advance.

### Room Usage & Equipment

- ◆ The building, facilities or equipment shall not be used by any person(s) or corporation for private or business profit or gain.
- ◆ Any materials/decorations brought in must be removed at the end of the rental. No decorations may be taped or tacked to any wall, door, window, light fixture, drapes or any other surface in the room.
- ◆ The room/area rented must be left in the same condition as you found them. The Park District will remove the filled garbage can liners and replace them.
- ◆ The ARC Center is a multi-use facility. Please be aware that there may be other activities/programs/events taking place in the building during your rental.
- ◆ Candles may not be used as decorations for any rental.
- ◆ If the room is not left in satisfactory condition, the West Chicago Park District may charge the renter an additional fee. The organization or renter shall assume liability for any damage done to the building, equipment or area being used and will be responsible for leaving the facility in satisfactory condition.
- ◆ The Park District only provides tables, chairs, and garbage cans for room rentals.
- ◆ The Park District only provides the gym court for court rentals. Other items (balls, etc.) must be supplied by the renter.
- ◆ The West Chicago Park District is not responsible for loss, theft or damage of personal property or equipment.

### Food and Drink

- ◆ Renter may not bring alcoholic beverages onto Park District property during operational hours.
- ◆ If renting After Hours, alcohol is allowed only once liquor insurance has been purchased through one of the Park District's Preferred Cateters.
- ◆ All food and drink must be kept in the room you are renting; participants may not carry food or drink throughout the building.

### Conduct and Supervision

- ◆ It is understood that all renters and their guests will comply with the rules, regulations and ordinances of the West Chicago Park District.
- ◆ All rentals will be overseen by Park District staff. Staff is empowered to restrict the group's misuse of the facility and protect Park District property from the renters and their guests due to conduct. Renters and their guests should cooperate with all park district staff. Should guests become unruly, the renter must assist the park staff in performing his/her duties. It is the responsibility of the renter to advise guests of the duties and authority of the Staff.
- ◆ The West Chicago Park District shall not be liable for damages or its failure to perform due to contingencies beyond its reasonable control, including, but not limited to, fire, storm, earthquake, explosions, public disorder, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, equipment failures, building failures, or acts of God/nature.

*I have read the West Chicago Park District's policies and agree to abide by them or risk forfeiture of our facility rental and/or rental fee. I will inform and explain the policies to all guests and participants. I also understand that the West Chicago Park District and its employees will be held harmless for claims resulting from use.*

Renter's Signature \_\_\_\_\_

Date \_\_\_\_\_