



ROSELLE PARK DISTRICT

CRC Facility Reservation Form *Please PRINT legibly.*

Please note: MANDATORY \$150.00 DAMAGE DEPOSIT amount must be provided by way of a check or credit card information in order for rental request to be reserved and processed. This payment source will be held and then returned within ten business days at the close of the rental interval pending approval by the Facility Supervisor. Charges that may be applied to this \$150.00 total include, but are not limited to, the costs of repairs, damage to the facility and equipment, excessive cleaning, rental charges/fees for unauthorized use of the facility or areas of the facility, and policy violation fines during the reservation.

Person responsible/payee: _____,
(LAST NAME) (FIRST NAME)

Organization/Company: _____
(IF APPLICABLE)

Address: _____ Apt./Suite #: _____

City: _____ State: _____

Zip: _____ E-mail address (required): _____

Home phone: () _____ - _____ RENTAL DATE(S) REQUESTED: _____

Work phone: () _____ - _____ DAY(S), CIRCLE: SUN MON TUES WED THURS FRI SAT

Cell phone: () _____ - _____ ARRIVAL TIME (INCLUDING SET-UP): _____ AM / PM

Other phone: () _____ - _____ DEPARTURE TIME
(INCLUDING TAKE-DOWN): _____ AM / PM

Purpose of activity: _____

Are you planning: Food _____ Beverage _____ *Alcohol Refrigerator/freezer/sink use _____
(For Maple Room Rentals)

Expected guest number: _____

***The Roselle Park District currently has a no-alcohol policy in our facilities. Please contact us with any questions or concerns on this matter.**

Rental hours (event cannot occur before or after these ranges)

January-May: M-F, 7:30am-7:30pm / SAT, 9am-5:30pm / SUN, 10am-2pm

June-August: M-F, 7:30am-7pm / SAT, 9am-2pm / SUN, 10a-2pm

September-December: M-F, 7:30am-7:30pm / SAT, 9am-2pm / SUN, 10am-2pm

Rentable Areas:

(PLEASE CHECK FACILITY YOU ARE REQUESTING)

GYM* (only available for athletic events and activities- *please note that there are restrictions on how activities will be conducted in the gym. Please call the Facility Supervisor with any questions or concerns on this matter. NO parties/dances/banquets allowed in gym)

FULL GYM FEE: \$60/hour R \$85/hour NR

HALF GYM FEE: \$40/hour R \$65/hour NR

MANDATORY FLAT FEE: \$28 for set-up/use of any tables, chairs, volleyball nets, or *extra play equipment.

*(subject to availability, please call the Facility Supervisor at (630) 894-4200 to be sure)

MAPLE ROOM (available for parties; maximum seating/occupancy of room is 100 persons)

FEE: \$60/hour R \$85/hour NR

MANDATORY FLAT FEE: \$28 for set-up/take-down with any amount of tables and chairs

ADDITIONAL FEE: \$15 for use of TV/VCR/DVD and/or presentation stand.

MEETING ROOMS (various rooms are available, please call to verify)

FEE: \$35/hour R \$60/hour NR

MANDATORY FLAT FEE: \$28 for set-up/take-down with any amount of tables and chairs

ADDITIONAL FEE: \$19 for use of TV/VCR/DVD and/or presentation stand.

RENTAL SET-UP

(CHECK AND NUMBER REQUIRED ELEMENTS)

_____ **TABLES: LONG** (8' x 3' - *SEATS 10 EACH*) **HOW MANY?** _____

_____ **ROUND** (6' DIAMETER - *SEATS 8 EACH*) **HOW MANY?** _____

_____ **CHAIRS: FOLDING** **HOW MANY?** _____

_____ **CUSHIONED** **HOW MANY?** _____

_____ **TV/VCR/DVD (ONE)**

_____ **PRESENTATION STAND (ONE)**

_____ **EXTRA TRASH RECEPTACLES: HOW MANY?** _____

(ALREADY PROVIDED: THREE IN GYM, TWO IN MAPLE ROOM, ONE IN EACH MEETING ROOM- INDICATE IF YOU WOULD LIKE MORE IN ADDITION TO THESE)

OTHER INSTRUCTIONS:

SKETCH DIAGRAM OF SET-UP (IF NEEDED):

O = ROUND TABLE
□ □ = LONG TABLE
X = CHAIR

FACILITY RENTAL PAYMENT

Please complete the following:

Amount of Rental \$ _____ + **\$150 refundable damage deposit amount** (check or credit card information to be held)

Check Cash Credit Card Money Order

Check # _____

Visa Mastercard _____ - _____ - _____ - _____

Expiration Date _____ Authorized Signature _____

Date _____

FOR OFFICE USE ONLY

Approved By: _____ Damage Deposit: **\$150.00 (mark if received)** Rental Total: \$ _____

Date: _____ Amount Paid: \$ _____

Permit Number: _____ Payment Date: _____ Receipt #: _____

(CIRCLE): RESIDENT NON-RESIDENT

ROSELLE PARK DISTRICT FACILITY RENTAL RULES & REGULATIONS

1. A \$150.00 damage authorization deposit must be paid in full (this is added to the rental fee total) in order for rental request to be processed. This amount will be processed and will be refunded within ten business days at the close of the rental interval pending approval by the Facility Supervisor. Charges that may be applied to this \$150.00 amount include, but are not limited to, the costs of repairs, damage to the facility and equipment, excessive cleaning, the rental charges for unauthorized use of the facility or areas of the facility and policy violation fines during the reservation.
2. Facility reservation form must be completely filled out in order to be processed. Full payment of all rental fees must be received before any rental can be fully processed.
3. The person who signs the facility reservation form is the responsible party for the reservation. This person shall be known as the "rental client." Persons applying for facility use must be at least 21 years old.
4. All functions conducted in park district facilities must be in accordance with park district standards and therefore, not in violation of any park district regulation or ordinance. It is the responsibility of the rental client to know and understand these ordinances. Any violations may result in the \$150.00 damage authorization deposit being relinquished by the rental client.
5. The rental client will be responsible for all persons admitted to any portion of the building or ground associated with their reservation and shall assume responsibility and liability for all persons in attendance. It is the rental client's responsibility to monitor attendance and enforce the rules and regulations.
6. The terms of the rental agreement shall be clearly defined on the facility reservation form, and shall be approved by the Superintendent of Recreation and/or Facility Supervisor.
7. Reservation requests are processed on a first come first serve basis. Availability of a given facility is limited for rentals/reservations. Park district programs have priority over all other requests.
8. Smoking, candles, or fire of any kind is not permitted in or on park district facilities.
9. Alcohol is not permitted unless a special exception is made by the Roselle Park District Board of Commissioners. Requests for alcohol permits should be made at least six weeks prior to the reservation.
10. Individuals and organizations are not allowed to use park district facilities for financial gain, which means no charging admission fees at the door. Failure to follow the above will result at a minimum the rental client relinquishing the \$150.00 damage authorization deposit.
11. The rental party is responsible for vacating the facility at the time designated on the approved reservation form. Time used by the renter beyond the specified reservation will be assessed the hourly rate and charged by the quarter hour.
12. The rental client is responsible for leaving the facility in a suitably clean and orderly condition, free from any damage at the time indicated on 'departure time.' Failure to do so may result in the loss of the damage deposit and billing for excessive cleaning and repair fees and/or charging for the additional rental time.
13. A rental request is approved only when you receive a processed payment receipt/permit in the mail. At no time will the confirmation of a rental be made over the phone or in person or any other way other than receiving a contract in the mail. The park district reserves the right to cancel or relocate any reservation to accommodate unforeseen circumstances.
14. Any literature to be publicly distributed (e.g. flyers, advertisements, etc.) that promotes the reservation must be approved by the Superintendent of Recreation or Facility Supervisor. Failure to obtain this approval may result in the immediate cancellation of the reservation.
15. Facility rental requests will not be approved far enough in advance to cause overlap in the recreation department's facility reservation schedule for its programs. Requests can only be approved within one single program period each year: January-May, June-August, and September-December. Facility scheduling is based on this seasonal calendar of park district programs and events.
16. Decorations must be approved by the Facility Supervisor at the time of the rental request. Decorations shall be safe and non-offensive. All decorations must be free-standing and not require tape, tacks, or any other adhesive materials. Tablecloths, centerpieces, and other unobtrusive decorations are acceptable.

17. All trash and garbage must be placed in the appropriate adjacent receptacles.
18. Children must be supervised at all times and not allowed to roam or run around the facility unattended.
19. Proof of liability insurance may be required by the Roselle Park District.
20. The Roselle Park District assumes no responsibility for lost or damaged property.
21. Currently no after-hour rentals will be coordinated for park district facilities. All corresponding rental hours for the CRC facilities are set according to the program period, no exceptions. Park facility rental hours are determined by the corresponding park hours, which are primarily dawn to dusk.
22. In case of a cancellation for a paid reservation, the park district reserves the right to retain part or all of the damage deposit and/or total fees paid. See facility rental refund policies for more information on this process. Failure to be present at a reservation will result in the loss of the total rental fees.
23. All activities shall be under control and shall be operated and supervised to the satisfaction of the park district. If the activity is unsatisfactorily operated or supervised, it may result in immediate cancellation and restrict future reservations. The Roselle Park District reserves the right to have staff present at any time during the reservation.
24. Violating these terms and conditions may result in the cancellation of the reservation without refund. The Roselle Park District complies with the Americans With Disabilities Act (A.D.A.), which prohibits discrimination on the basis of disability. Roselle Park District will make reasonable accommodations in facilities and recreation programs to enable participation by an individual with a disability.

ROSELLE PARK DISTRICT FACILITY RENTAL WAIVER & RELEASE

“As user of the above Park District Facility or Park, I recognize and acknowledge that there are certain risks of physical injury and I and those in my charge agree to assume the full risks of any injuries, including death, damages or loss which I and those in my charge may sustain as a result of participating in any and all activities connected with or associated with such use of Park District Facilities or Park.”

“I agree to waive and relinquish all claims I and those in my charge may have as a result of use of Park District Facilities or Parks against the Park District and its officers, agents, servants, and employees.”

“I do hereby fully release and discharge the Park District and its officers, agents, servants, and employees from any and all claims from injuries, including death, damage or loss which I and those in my charge may have or which may occur to us on account of our participation in the use of Park District Facilities or Parks.

“I further agree to indemnify and hold harmless and defend the Park District and its officers, agents, servants, and employees from any and all losses sustained from injuries, including death, damages and losses sustained by me and those in my charge and arising out of, connected with, or in any way associated with the activities in the use of Park District Facilities or Parks.”

I have read and fully understand the above use of Park District Facilities or Park Details and Waiver and Release of All Claims.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. I have also received, read and understand the Roselle Park District Facility Rental Rules and Regulations. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Participant's Name _____ Date _____
PLEASE PRINT

Participant's Signature _____
(18 years or older or Parent/Guardian)

RENTAL REQUEST WILL BE DENIED
If the signature of adult participant or parent/guardian and date are not on this waiver.

