

## FACILITY RENTAL APPLICATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_  
 Email \_\_\_\_\_ Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_  
 Name of Organization \_\_\_\_\_  
 Purpose of Facility/Park use \_\_\_\_\_

Date requested: 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_

Number of people attending \_\_\_\_\_

**NO RENTALS PAST 11:00 PM**

**FACILITY REQUESTING**

<input type="checkbox"/> Room 1	<input type="checkbox"/> Use of kitchen
<input type="checkbox"/> Room 2	<input type="checkbox"/> Pool (public/private)
<input type="checkbox"/> Gym	<input type="checkbox"/> Other _____
<input type="checkbox"/> Country Garden Pavilion	
<input type="checkbox"/> GMRC Pavilion (Amplification Devices not allowed)	

**ALCOHOLIC BEVERAGES ARE NOT ALLOWED IN THE GARY MORAVA RECREATION CENTER OR ON PARK PROPERTY.**

A \$100 refundable damage deposit is required to book facility.

OFFICE USE ONLY	
Confirmed _____	Booked _____
Room 1 or 2 _____	
Kitchen (\$25) _____	
Pool _____	
Picnic (\$35) _____	
Gym _____	
Non-Resident \$50 _____	
Over 50 people (\$15/hr) _____	
Room Set up (\$50) _____	
After Hours Security (\$50/hr) _____	
<b>SUB TOTAL</b> _____	
Amount Paid (\$100) _____	
Refundable Deposit _____	
<b>TOTAL DUE</b> _____	

Hours	Room 1	Room 2/Dance	Gym	½ Gym	Private Pool \$320 Res./\$345 Non-Res. Pavilion \$35
1	\$70	\$65	\$75	\$50	<b>Extra Fees:</b>
2	\$85	\$80	\$100	\$75	Kitchen \$25
3	\$100	\$95	\$125	\$100	Non-Resident \$50
4	\$115	\$105	\$150	\$125	Over 50 people \$15/hour
5	\$130	\$120	\$175	\$150	After Hours \$50/hour
6	\$145	\$135	\$200	\$175	Set up by Park District \$50

**ALL FEES ARE DUE 7 DAYS PRIOR TO RENTAL.**

It is fully understood and agreed by the parties that User shall fully defend, indemnify and hold harmless the Prospect Heights Park 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.

Please sign \_\_\_\_\_ Date \_\_\_\_\_

**MUST BE SIGNED TO CONFIRM RENTAL**

## GMRC-ROOM SET UP INFORMATON

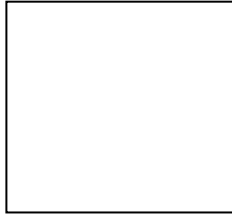
How many: Chairs \_\_\_\_\_ Long tables \_\_\_\_\_ Card tables \_\_\_\_\_ Other requested items \_\_\_\_\_

Note: Seating at long tables (6-8 people) card tables (4 people)

\_\_\_\_\_ I will set up tables and chairs, or

\_\_\_\_\_ Tables and chairs will be set up in room, per your instructions for a \$50.00 fee, please diagram.

\_\_\_\_\_ You may need to rearrange room set up to your personal liking. Facility maintenance staff will be on duty during your rental.



### Rules and Regulations of Facility/Park Use

1. The facility/park use is subject to availability and final approval of the executive director or other assigned park staff. Confirmation usually takes from 3-10 days. (Confirmation/permit approval by email and or by phone call.) No rentals past 11:00 PM. Rentals can only be booked for a maximum 6 months in advance.
2. The full payment is due no later than one week prior to the rental. If payment is not received by due date permit may be canceled.
3. There is a \$100.00 damage deposit required. Deposit may be refundable if no damage, extra cleaning, or extended rental time is needed. Full/partial deposit will be mailed within 30 days.
4. There will be a cancellation fee of \$50.00 assessed if district does not receive 10 days notice of cancellation.
5. Changes made after permit is approved, confirmed and mailed will be subject to a \$10.00 administrative change fee.
6. Please follow all Park District rules and regulations.
7. Children are not allowed to use any of the play equipment set up in rooms unless permission is granted, as part of this permit. Proper adult supervision of children is required at all times.
8. The Park District reserves the right to cancel any permit if deemed necessary for emergency purposes.
9. Under normal conditions you may be able to set up room 30 minutes before your scheduled rental time. Check out time is stated on your permit. Ending time on your permit is the time your group must be out of the facility.
10. If you are charging admission to your event you or your organization may be required to provide the Park District with a Certificate of Insurance (General Liability) in the amount of \$1,000,000. You must provide adequate supervision and/or proper police security if requested by the Park District. The damage deposit for groups that are charging admission will be \$1,000.00 and may be refundable if no damage or clean-up is required.
11. There is no smoking in the Gary Morava recreation center, no food or drink allowed in the gym or outside of the room rented. There will be no alcohol permitted.
12. There is no use of outside playground equipment, pavilion or outside park areas after dark. (Parking lot is not to be used after 11:00 PM).
13. Rentals need to conduct themselves in a proper manner. If a party begins to get out of hand Park District staff will warn you. If the improper behavior continues the Park District reserves the right to end the rental.
14. Decorations may be used in rooms, if put up with proper care. You must remove all decorations or a \$25.00 fee will be charged.
15. A \$15.00 per hour fee will be charged for parties over 50 people.
16. There is a fee of \$50.00 per hour after hours fee charged for rentals past public hours of operation.
17. Prospect Heights Park District programs have first priority and we reserve the right to cancel or alter any rental agreement to accommodate our programming.
18. The use of the pool is only available during swim season and may be unavailable due to weather, mechanical failure or other uncontrollable circumstances.