



Clarendon Hills Park District  
 315 Chicago Avenue  
 Clarendon Hills, Illinois 60514  
 630-323-2626 / 630-323-5362 (fax)

## Community Center Rental Request

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time (doors open): \_\_\_\_\_ to \_\_\_\_\_

Room Rental \$50 Resident/\$100 Non-Resident per hour (minimum 2-hour rental). Full payment is required at time of registration.  
 Sports Pack Rental \$10 Resident/\$20 Non- Resident (see back side for details).

Name of Renter: **(this person MUST be present during the rental)** \_\_\_\_\_

Name of Organization (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Email: \_\_\_\_\_

Estimated # attending: \_\_\_\_\_ **\*\*Please note: we have 70 adult chairs and 15 – 6’ adult tables  
 24 preschool chairs and 6 – 6’ preschool tables**

Description of activity being held: \_\_\_\_\_

Will you be serving food? \_\_\_\_\_ YES \_\_\_\_\_ NO If yes, please specify: \_\_\_\_\_

Renter understands and agrees that it is renter’s sole responsibility to provide supervision for any and all activities contemplated by this agreement. Renter further understands and acknowledges that staff are not responsible for providing supervision; rather, staff are responsible for enforcing safety rules and responding to emergencies.

Additionally, Renter understands and agrees that children 15 years of age and younger must be supervised at all times by a responsible person, 21 years of age or older and it is the renter’s responsibility to enforce this requirement. Accordingly, renter agrees that he/she shall communicate this requirement to all guests/patrons associated with and attending this event.

Renter agrees to protect, indemnify, save, defend and hold harmless the District, including its officers, officials, employees, agents and volunteers (collectively “District) from and against any and all liabilities, obligations, claims, damages, causes of action, costs and expenses, (including reasonable attorney fees) which the District may become obligated by reason of any accident, injury, or death of any member of Renter’s group (or caused by a member of Renter’s group) arising indirectly or directly in connection with or under this agreement.

**\*No alcoholic beverages shall be sold, brought within, given away, delivered or consumed on District property\***

\_\_\_\_\_  
 Signature of Renter

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Recreation Supervisor

\_\_\_\_\_  
 Date

*If the Community Center is not open at the designated time, please contact the Supervisor, Michele Silver – 847.209.4593 for assistance.*

# of hours of rental _____	x \$50 R/\$100NR =	\$ _____
Sports Pack fee _____	\$10 R/\$20NR =	\$ _____
<b>Total Due</b> = \$ _____	Date _____	Initial _____

## ROOM SET-UP

Room entrance	<b>Availability:</b>  70 adult chairs and 15 - 6' adult tables 24 preschool chairs and 6 - 6' preschool tables  Number of adult chairs need _____ Number of adult tables _____  Number of preschool chairs _____ Number of preschool tables _____  For Diagram Table = <input type="checkbox"/> Chair = <b>X</b>
---------------	---

## PROPER SUPERVISION

Ratio's required:

2 Adults per 15 children under the age of 14

1 Adult per 15 children ages 15-20

Estimated # attending: Total \_\_\_\_\_ Adults \_\_\_\_\_ Children \_\_\_\_\_

**Please list below the Name and ages of the adults whom will be attending to assist in supervising children**

Adult's Name

Age

---

---

---

---

---

---

---

---

## ADDITIONAL ENTERTAINMENT / EQUIPMENT REQUEST

**It is required by the Renter to provide a Certificate of Insurance for outside entertainment/ equipment naming Clarendon Hills Park District as additional insured.**

Name of Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

## SPORTS PACK REQUEST

Please check the items you wish to use. The Sports Pack is to stay in the Community Center. All items need to be returned in the condition they were received. The below charges will apply if items are not returned in the same condition as received.

- |   |  |
|---|--|
| <input type="checkbox"/> <b>Soccer Ball</b> = \$15                | <input type="checkbox"/> <b>Parachute</b> = \$20 for cleaning; up to \$75 for repairing any damaged handles or others areas; \$150 for replacement of parachute. |
| <input type="checkbox"/> <b>Soccer goals (2)</b> = \$40 each      |  |
| <input type="checkbox"/> <b>Hula Hoops</b> = \$5 per damaged hoop |  |
| <input type="checkbox"/> <b>Football</b> = \$10                   |  |

*I understand that I am fully responsible for any damages to the equipment during my allotted time of use. I understand that I am fully responsible for payment of any items that are not returned properly. At any time during the use of the equipment I understand that the Park District has the right to confiscate items if they are being misused and a refund will not be issued.*

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date



Clarendon Hills Park District  
315 Chicago Avenue  
Clarendon Hills, Illinois 60154  
630-323-2626 / 630-323-5362 (fax)

## Community Center Rental Policy

The Clarendon Hills Park District is here to serve our residents, schools, churches, non-profit organizations, governmental agencies and sponsored groups of Clarendon Hills. The Community Center is available for rentals Monday through Sunday, 9:00am – 10:00pm depending on Park District programming. All requests are due two weeks prior to the desired rental date. Clarendon Hills Park District will respond to facility requests within 3 business days of submittal. Rentals are not considered “APPROVED” until renter is notified and fee is paid.

Programs and / or organizations under the sponsorship of the Clarendon Hills Park District shall, in all cases, be given first preference for the use of the Community Center.

Renter listed on Community Center Rental Request is required to be present for time listed on agreement.

### Fees:

- Rentals are a minimum of 2 hours
- Resident fee \$50/hr ; Non-Resident fee \$100/hr (*Proof of residency required*)
- Full payment is required at time of registration
- Cancellation of the Community Center rental:
  - More than one week notice = \$5 administrative fee
  - Less than one week notice = \$50 administrative fee
- If you are not out of the building at your designated time additional charges will be assessed \$15 per each additional 15-minutes.
- If the facility is left in such a condition that requires additional maintenance by the Park District, the individual signing the Rental Agreement shall be billed for this expense. Any damages to the facilities will also be charged to the individual signing the Rental Agreement.
- Resident Schools, Churches, non-profit organizations, and other governmental agencies will be allowed a maximum of 4 hours per year free of charge for building rental only.

**\*No alcoholic beverages shall be sold, brought within, given away, delivered or consumed on District property\***

### Regulations:

All Community Center rental agreements **MUST** be made in writing. It is requested that the person(s) in charge of the activity rental group must make arrangements and inspection of the Community Center and equipment on the premises and assume full responsibility for the group. ***Person who completes Rental Request MUST be present for the entirety of the rental unless special accommodations have been made PRIOR to the rental.***

Renters must be at least 21 years of age to rent Park District facilities. Renter must provide proper supervision. Events for children 14 and under must provide supervision on a 2:15 ratio; age 15-21 must provide supervision on a 1:15 ratio. At the time of rental confirmation, the names and ages of those supervising the event must be provided.

The maximum number of occupants for the building is 125. However, for your information there are only 27 parking spaces plus 2 handicap spaces available to park district patrons.

To receive a resident rate the person reserving and paying for a rental at the Community Center must be a Clarendon Hills Park District resident (*proof of residency required*). Approval from the Executive Director is required if an admission fee is being charged when using park district property. The Executive Director will use his discretion to determine if the event has positive recreational value.

Applicant, in attending and using the premises, facilities and equipment in, on and around the Community Center, does so at their own risk. Clarendon Hills Park District (the "District") shall not be liable for any damages arising from personal injuries sustained by Applicant, its members, employees, guests, agents, or invitees (the "Patrons") in, on or about the premises of the Community Center. By executing the Rental Request the Applicant assumes all risk and full responsibility for any injuries or damages which may occur to the Patrons in, on or about the premises of said Community Center; waives any and all claims against and hereby fully and forever releases, discharges, and holds the District, its officers, employees, and agents, harmless from any and all claims, demands, damages, rights of action, or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of or during the Patrons' use or intended use of the said Community Center or the premises, facilities and equipment thereof. The District shall not be liable for any loss or theft of the Patrons' personal property.

It is the prerogative of the Park District Administrator to cancel any standing permit if deemed in the best interest of the Park District.

Disorder among patrons is a cause of cancellation of a permit, and may be cause for denial of future permits.

#### **Rental Guidelines:**

- Please note rental time includes 15 minutes for set-up and 15 minutes to clean-up after the rental. Doors will be opened 15 minutes before rental time – if additional time is necessary it must be included in rental time
- Final arrangements must be made 5 days prior to the event. Without final room arrangements, the room will be set up with appropriate tables and chairs as determined by park district staff.
- It is requested that the renter check in with Community Center Supervisor. The Community Center Supervisor will assist the renter and their guests throughout the rental if needed. **\*\*Park personnel are not allowed to accept tips\*\***
- If you are using the Sports Pack, this Pack is to stay in the community center room at ALL times and shall be returned in the condition it was received. The Community Center is not designed for sports activity. This Sports Pack was created so that adult supervised activities using sports equipment could be a part of your gathering. If the group is misusing the equipment, it is the right of the Park District to confiscate the Sports Pack from your group. If the Sports Pack is confiscated from your group there will be NO REFUND.
- The Park District does not allow photocopying or any other supplies for any rentals on a regular basis.

#### **Decoration:**

- All decorations must be attached to walls, windows, and doors with sticky tac, tape or string.
  - NO staples, tacks, screws or nails are allowed
  - Renter is responsible for items used to attach decorations. The Park District will not supply such items.
  - DO NOT use tables or chairs as ladders.
  - NO tape on floor or wooden doors
- Helium balloons must be anchored down.
- Birthday cake candles allowed. If Sternos are used to heat food, the Renter is responsible for removing – they cannot be disposed of on the Park District property.

#### **Clean up responsibilities of the Renter:**

- The Community Center must be returned to the original condition prior to the renter's set up and event.
- Remove all decorations
- Remove all personal belongings **\*\*\*The Clarendon Hills Park District is not responsible for items left in the facility\*\*\***
- Remove all garbage from room – if you need additional garbage bags, see staff on duty.
- Before exiting the building see the Community Center Supervisor to check out.

#### **Insurance Requirements for Organizations:**

All applications for permit to use the Clarendon Hills Park District Community Center and using additional entertainment or equipment must be accompanied by a Certificate of Insurance naming the Clarendon Hills Park District as an Additional Insured on a general liability policy with limits of \$1,000,000 / \$2,000,000. The user must also agree to indemnify and hold harmless the Clarendon Hills Park District for any accidents resulting in bodily injury or property damage.

*If the Community Center is not open at the designated time, please contact the Supervisor Michele Silver – 847.209.4593 for assistance.*