



# Room Rental Application

It is mandatory that the following rules, conditions and responsibilities are read in their entirety before a rental takes place. **Renter assumes full responsibility for following all rules, conditions and responsibilities and understands that failure to abide by any of them will result in refusal of all future rentals and surrendering of security deposit. No exceptions will be permitted.**

Renter must be at least 21 years of age and be present during the entire rental period. Renter assumes responsibility for all actions of the group, usage of the room and equipment and the chaperoning of minors. Renter will be held liable for any damage to the building, equipment or grounds that is a result of its use during the rental and agrees to pay any reparation for damages within 30 days of rental date.

## APPLICATION PROCEDURE

- Please Note
  - Park programs have first priority for room usage.
  - Only 3 rentals per residence, per year are allowed.
  - Only one room may be rented at a time - with the exception of the Gymnasium.
  - All Not-For-Profit Organizations must submit proof of Non-Profit status with Application.
  - No individuals or groups may use Norridge Park District facilities with the purpose of private monetary gain or fundraising without special permission from the Director. Admissions/fess are not allowed.
- The Room Rental Application must be completed and submitted for approval at least 48 hours in advance of the requested date. (If a request is submitted and approved in a time period less than 15 days before the requested rental date, both deposit and rental fee will be required to reserve the date)
- Rental period should include the event itself as well as set-up and clean-up time. Access to the room is allowed only during the time period stated on the Room Rental Application. Changes made to the rental time period must be approved by a Registrar and paid for in advance (if applicable). **Failure to arrive or depart on time may result in the surrendering of your security deposit and/or additional hourly charges.**
- Once your Room Rental Application has been approved, a separate \$100 cash/check/credit card deposit is required to reserve the room. *Deposit will be returned, in full (by check or issued back to the credit card used), 5 to 6 weeks after rental provided there is no damage or failure to abide by rules and conditions.*
- Total rental fee is due at least 15 business days prior to event. If not received by then, the rental will be cancelled by the Park District and the deposit will **not** be returned.
- A 15 day (*business days*) notice is required on all cancellations in order to receive a refund - less a \$5 service charge.

## **RULES, CONDITIONS AND RESPONSIBILITIES**

- Vehicles are **NOT** allowed on Park pathways or grass areas under **ANY** circumstances.
    - *A cart is available at the Pool & Fitness Center for your use in transporting supplies to the building.*
    - *If you cater in food or supplies, please notify the vendor in advance of the Park's prohibition of any vehicles on Park pathways or grass areas. You will be held responsible for their failure to adhere to Park rules.*
    - *A wheelchair is available at the Recreation Center for your use should guests be unable to walk from the parking lot to the building.*
  - Smoke/fog machines are **NOT** permitted. *These machines will set off the fire alarm and in addition to Park penalties, a fine may be imposed on you by the police and/or fire department.*
  - No open or closed flames - *except sternos and birthday candles* - may be used in any Park District building. *Please remember that if the fire alarm goes off due to birthday candles or sterno mishaps, you will lose your security deposit and may have an additional fine imposed on you by the police and/or fire department.*
  - Alcoholic beverages are **prohibited**. Evidence of alcohol will result in loss of deposit and immediate termination of rental.
  - Smoking is **NOT** permitted in the building.
  - Acts of gambling are **NOT** permitted on Park District property.
  - Renters may not store equipment or supplies in any Park District facility. All materials and equipment brought by the renter must be removed promptly at the conclusion of their rental. *The Park District will not assume responsibility for lost and/or damaged personal property.*
  - Renter assumes responsibility for restoring room (and any related Park District property) to **its original condition**. This means cleaning up trash and dishes, washing debris off of chairs, tables, counters, appliances, etc. and performing any other related tasks of this nature in order to restore the room to the condition in which it was found. **Your deposit will be kept if this is not adhered to.**
  - Grease, oil, food remnants, etc. should not be disposed of in the sink. Lined garbage cans are placed in the room for disposal of all items.
  - To protect counters and tables, pot-holders or other like items should be used under hot pots, trays, dishes, etc.
- \* Please Note: The Party Room kitchen has a refrigerator, range and oven, microwave, 60-cup coffee urn and sink. Cooking/eating/serving utensils are **NOT** provided. It might be helpful to make a list of any items you think you might need to bring with you such as tablecloths, napkins, plates, silverware, cups, ice, etc.**



# Room Rental Application

Rental Date Requested: \_\_\_\_\_ S M T W TH F SA (circle one)

Time of Rental: Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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

Type of organization:  Service Club  Athletic  Religious  Social  Political  Commercial

Other \_\_\_\_\_ Is your organization non-profit?  YES  NO

Purpose of rental: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ Will there be an admission charge/donation?  YES  NO

If so, how much and why? \_\_\_\_\_

Americans with Disabilities Act special needs?  YES  NO If so, please specify: \_\_\_\_\_

## Rental Facilities

Please check one

- Party Room with kitchen** (max. capacity of 100 people)
- Green Room** (max. capacity of 50 people)
- Wheat Room** (max. capacity of 75 people)
- Gymnasium** (max. capacity of 272 people) (bleachers seat 116)  
(Equipment **NOT** provided. **NO** food or drink allowed)

\* Capacity limits may not be exceeded or rental will be terminated immediately and deposit forfeited.

## Hourly Rates

- Resident - \$60**
- Non-Resident - \$85**
- Resident Not-for-Profit Organization - \$60**
- Resident Profit Organization - \$70**
- Non-Resident Organization - \$95**
- NPD Sponsored/Affiliated Group - FREE**

I have read Norridge Park District's rules, conditions and responsibilities and agree to abide by them or risk forfeiture of our room and/or security deposit.

Signature of Applicant

Date

I have received a copy of the vendor map and the Party Room Rental Checklist: \_\_\_\_\_

**OFFICE USE ONLY**

Scheduled by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Notified by: \_\_\_\_\_ Date: \_\_\_\_\_

\$100 Deposit paid: Date \_\_\_\_\_ Processed by: \_\_\_\_\_

Rental Charge: \_\_\_\_\_ hours x \$ \_\_\_\_\_/hour = \$ \_\_\_\_\_

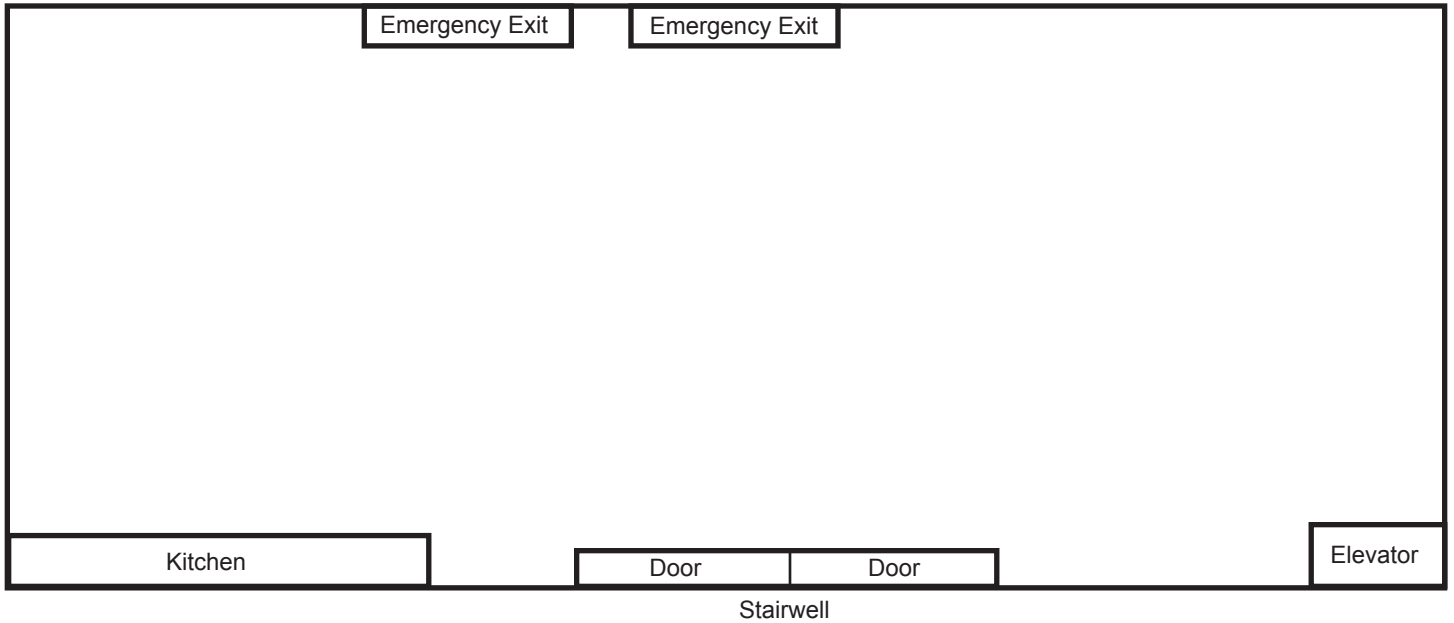
Rental Charge paid: Date \_\_\_\_\_ Processed by: \_\_\_\_\_

Deposit Returned: Date \_\_\_\_\_ by: check / credit card refund Processed by: \_\_\_\_\_

**Draw a diagram of desired set-up of tables and chairs**

**X = chair**

**○ = table**



The Recreation Center has 5 foot **round** tables (*seating 4-7 per table*) and four 8 foot long buffet tables.

Number of chairs: \_\_\_\_\_

Number of round tables: \_\_\_\_\_