

## Prospect Heights Park District Rental Application

**110 W. Camp McDonald Rd 847-394-2848 FAX (847) 394-7799**

Last Name _____	First Name _____
Address _____ City _____ Zip _____	
Phone (H) _____ (W) _____ (C) _____	
e-mail _____	
Name of organization _____	
Purpose of facility/park use _____	

<p>Date requested: 1<sup>st</sup> choice _____ 2<sup>nd</sup> choice _____</p> <p>Time: From _____ am/pm To _____ am/pm</p> <p>Number of people attending _____</p> <p><b>NO RENTALS PAST 11:00 P.M.</b></p> <p><b>FACILITY REQUESTING:</b></p> <p>Rm 1                      Use of kitchen</p> <p>Rm 2                      Pool (public/private)</p> <p>Pavilion*                Other _____</p> <p>*Amplification Devices not allowed</p> <p><b>ALCOHOLIC BEVERAGES ARE NOT ALLOWED IN THE GARY MORAVA RECREATION CENTER OR ON PARK PROPERTY.</b></p>	<p style="text-align: center;"><b>Office use only</b></p> <p>Rm. 1 or 2 _____</p> <p>Kitchen(\$25) _____</p> <p>Pool P/Pr _____</p> <p>Picnic                      \$35 _____</p> <p>Gym _____</p> <p>NR (\$50) _____</p> <p>Over 50 persons (\$15/hr) _____</p> <p>Refundable deposit      \$100 _____</p> <p>Room Set up              \$50 _____</p> <p>After Hrs Security      <u>\$50 per hour</u> _____</p> <p>TOTAL _____</p> <p>Amt. Pd. (Deposit) _____</p>
--	---

Hours	Rm 1	Rm 2	Gym	½ Gym	Private pool
1	\$70	\$65	\$75	\$50	TBA
2	\$85	\$75	\$100	\$75	
3	\$95	\$90	\$125	\$100	TBA
4	\$105	\$100	\$145	\$120	
5	\$120	\$110	\$170	\$145	
6	\$130	\$125	\$195	\$170	

I \_\_\_\_\_ am 21 years of age or over and agree to protect, indemnify, and hold the park district commissioners, staff, harmless from any claims or lawsuits arising from alleged negligence in use/rental of named facility/park. I have read this agreement/ application and understand it.

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

**PLEASE TURN OVER AND READ**

### **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 mail and or by phone call.) No rentals past 11:00p.m. 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 or extra cleaning 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. All facility cancellations are subject to \$5.00 administrative fee.
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 to an hour 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.
12. There is no use of outside playground equipment, pavilion or outside park areas after dark. (Parking lot 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.

### GMRC-ROOM SET UP INFORMATON

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.

How many: Chairs\_\_\_\_ Long tables \_\_\_\_ Card tables\_\_\_\_ Other requested items \_\_\_\_  
 Note: Seating at long tables (6-8 people) card tables (4 people)