



Park District Of Oak Park

COMMUNITY CENTER RENTAL INFORMATION

Submit Applications To:
218 Madison St
Oak Park, IL 60302
(708) 383-5702 (fax)
facilityrental@oakparkparks.com

INSTRUCTIONS: Applicants should complete and submit this form with \$100 damage deposit for review. Rental requests made less than one month in advance must also include full payment for all rental fees in addition to the application and deposit. Applicants can expect to receive a response regarding their application within 10 business days after the application, deposit, and any applicable fees are submitted. Once approved, a confirmation will be sent via e-mail.

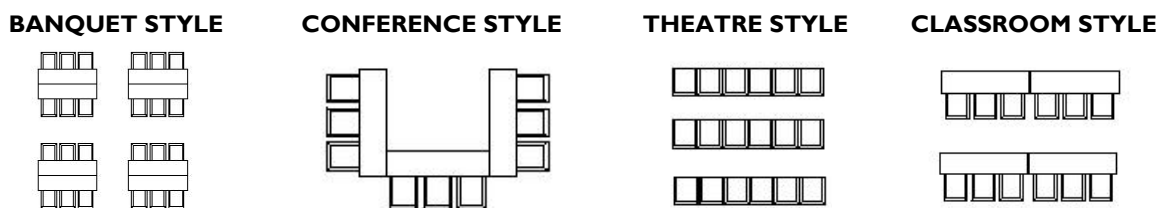
RENTAL DETAILS:

The Park District of Oak Park offers rentals at each of its community centers (Andersen, Barrie, Carroll, Field, Fox, Longfellow, and Stevenson). Renters are given exclusive use of a room within one of these facilities, but should understand that the accompanying park, restrooms, and other amenities will remain open to the public and are expected to be considerate of others who may be using the park or facility during their rental. Park District of Oak Park-sponsored activities have priority in all facilities. Because of this, availability for community centers is not known until the dates and times for these programs have been set and the Park District reserves the right to move a rental to another location if deemed necessary. Below is a schedule explaining when renters can expect to be able to make a reservation:

| Park District will begin processing rental applications for the months of: | On these Dates: |
|--|-----------------|
| January, February, & March rentals | November 1 |
| April & May rentals | February 1 |
| June, July, & August rentals | April 1 |
| September, October, November, & December rentals | July 1 |

Rentals must be for a minimum of 2 hours and can be made in 15 minute increments. Rentals can be scheduled Monday-Thursday, 8am-9pm; Friday-Saturday, 8am-10pm; and Sunday, 8am-8pm. Rentals falling outside of these hours or on holidays (New Year's Eve & Day, Martin Luther King Jr Day, Easter Sunday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve & Day), if approved, are subject to additional charges.

Limited amounts of chairs and 6 foot rectangular tables are available at each facility. These items must remain indoors as they are not suitable for outdoor use. Facility Attendants (who will be present during each rental) will take care of setting up and taking down the tables and chairs at the start and conclusion of each event. The Park District offers 4 types of room set-ups for renters to choose from, although renters are welcome to rearrange the furniture as needed during their rental time. Room set-ups include the following:



Several community centers (Andersen, Barrie, Carroll, Field, and Fox) have basic kitchens available to rent for an additional \$40. Kitchen use includes the available space within the refrigerator/freezer, countertop, microwave (if available), stovetop, oven, and sink. Stovetops and ovens should only be used to reheat food. As with the rest of the facility, the kitchen must be left in the same condition it was found prior to rental. Renters will need to provide their own caterers, utensils, cups, etc. The Park District of Oak Park encourages the use of reusable mugs, plates, and silverware in place of Styrofoam, plastic, and paper. Alcohol is not permitted in Park District community centers or parks.

ACCEPTABLE ACTIVITIES:

Park District of Oak Park Community Centers are a great location to hold your small group gathering and is rented on a regular basis for baby and bridal showers, birthday parties, and organization/club meetings. All activities taking place in our facilities, even private rentals, are required to meet Park District guidelines and follow Park District Code (and specifically [Chapter 2—Rules and Regulations Governing Uses of the Park Facilities](#)). The following is a sample of activities that are not allowed during a rental:

- Consumption of Alcohol or Smoking
- Fundraising or Commercial Enterprises (accepting donations, charging admission, sale of any items, running a fee-based class, program, or event. etc.)
- Use of Sound Amplification (DJs, speakers, microphones, etc.)
- Improperly Supervised Youth Activities
- Gambling or any other Illegal Activities

RENTAL FEES:

| Community Center | Space(s) Available | Capacity | Private Rental Rates | | Non-Profit Rental Rates | |
|---|---------------------------|-----------------|--|------------|-------------------------|------------|
| | | | Resident | Non-Res | Resident | Non-Res |
| Andersen Center 824 N Hayes | Main Room | 50 max (seated) | \$60/hour | \$90/hour | \$39/hour | \$59/hour |
| | Kitchen | - | \$40 flat fee | | | |
| Barrie Center 1011 S Lombard | North Room | 50 max (seated) | \$60/hour | \$90/hour | \$39/hour | \$59/hour |
| | Kitchen | - | \$40 flat fee | | | |
| | Outdoor Sport Courts | - | \$35/hour | | | |
| Carroll Center 1125 S Kenilworth | Main Room | 40 max (seated) | \$55/hour | \$83/hour | \$36/hour | \$54/hour |
| | Kitchen | - | \$40 flat fee | | | |
| Field Center 935 Woodbine | Main Room | 30 max (seated) | \$55/hour | \$83/hour | \$36/hour | \$54/hour |
| | Kitchen | - | \$40 flat fee | | | |
| Fox Center 640 S Oak Park Avenue | Upper Level Room | 75 max (seated) | \$70/hour | \$105/hour | \$46/hour | \$69/hour |
| | Kitchen | - | \$40 flat fee | | | |
| Longfellow Center 610 S Ridgeland Avenue | Upper Level Room | 75 max (seated) | \$70/hour | \$105/hour | \$46/hour | \$69/hour |
| | Outdoor Basketball Court | - | \$35/hour | | | |
| Stevenson Center 49 Lake Street | Upper Level Room | 75 max (seated) | \$70/hour | \$105/hour | \$46/hour | \$69/hour |
| | Teen Center | 35 max | \$100/hour | \$150/hour | \$100/hour | \$150/hour |
| | Outdoor Basketball Courts | - | \$35/hour (or \$60/hour combined with skate park) | | | |
| | Skate Park | - | \$35/hour (or \$60/hour combined with basketball courts) | | | |

PAYMENT:

To qualify for the resident rate, an individual or organization must show proof that they reside in Oak Park upon submitting the initial rental application. Acceptable proof includes a driver’s license or state ID with an Oak Park address or two of the following: telephone (not cell phone) or other utility bill, vehicle registration card, voter registration card, or Village of Oak Park vehicle sticker receipt. To qualify for the non-profit rate, organizations must have and submit documentation demonstrating 501(c)(3) status with the IRS. Without this paperwork, renters will automatically be charged Non-Resident Private Rental Rates.

A \$100 damage deposit must be submitted with an application to hold a reservation (as well as full rental fees if request is made less than a month in advance). The monies for this deposit must be in the renter’s name (i.e. from a checking account or credit card belonging to the renter or organization listed on the application—cash is not accepted). The rental application must include all set-up and clean-up time required for your rental, excluding the setup of tables and chairs, which will be taken care of by the Facility Attendant. After the rental is approved, this deposit will be cashed/charged and the renter will receive a confirmation via e-mail that will list remaining fees due. Payment for any remaining rental fees must be paid no later than one month in advance of the start of the rental. If payment is not received by this date, the reservation will be cancelled and a \$25 cancellation fee will be deducted from the damage deposit.

A refund for the deposit will be issued approximately 4 weeks after the conclusion of the rental minus any costs for damages, additional staff time required for clean-up, or other miscellaneous charges. Our community centers receive heavy use and arriving before or staying beyond the agreed-upon times listed in the rental agreement places a hardship on both the staff and facility. Because of this, renters should make their best effort to accurately list the full set-up, event, and clean-up times that will be needed for their rental. Any renter that arrives or stays beyond the scheduled time will be charged an additional amount at 1.5 times the hourly rate. The option of staying later than the scheduled time is subject to the availability of both the facility and the staff.

CHANGES:

Once a rental has been confirmed, any changes that are needed should be made in writing using the contact information listed above. If within 30 days of a rental, a renter needs to extend their rental or make any additions to their rental package that results in additional fees, those additional fees must be paid before the change will be confirmed. Once the changes have been made, a written confirmation will be sent via e-mail from the Park District. Cancellations (or reductions in the hours of a rental) must be made in writing at least 30 days prior to the rental in order to receive a full refund of fees, minus \$25 cancellation fee (which will be deducted from the deposit). Any cancellations made less than 30 days before the start of the rental will be refunded according to the following schedule:

| Date of Cancellation | Renter Receives |
|------------------------------|--|
| More than 30 days in advance | 100% of deposit + 100% of rental fee minus \$25 cancellation fee |
| 15-30 days in advance | 100% of deposit + 75% of rental fee |
| 7-14 days in advance | 100% of deposit + 50% of rental fee |
| Less than 7 days in advance | 100% of deposit + 25% of rental fee |
| Day of rental or no show | Deposit is returned, but full rental fee is kept |



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 facilityrental@oakparkparks.com

INSTRUCTIONS: Applicants should complete and submit this form with \$100 deposit for review at least 1 month prior to the date of the event. Incomplete applications (including w/o deposit) will be denied. Applicants can expect to receive a response regarding applications within 10 business days. Once approved, a confirmation will be sent via e-mail.

APPLICANT INFORMATION

| | | | |
|----------------|------------|--|-----|
| RENTER'S NAME | | ORGANIZATION /GROUP NAME (if applicable) | |
| STREET ADDRESS | | | |
| CITY | | STATE | ZIP |
| DAYTIME PHONE | CELL PHONE | E-MAIL ADDRESS | |

LOCATION REQUEST

| | | | |
|----------------------|------------------|---------------|---|
| FIRST CHOICE | CENTER REQUESTED | EVENT DATE(S) | START & END TIMES (including set-up & clean-up) |
| SECOND CHOICE | CENTER REQUESTED | EVENT DATE(S) | START & END TIMES (including set-up & clean-up) |

EVENT INFORMATION

Type of Event: _____ Total Attendance Expected: _____

Room Set-Up Requested: Banquet Style Conference Style Theatre Style Classroom Style

YES NO

- Will you be bringing any equipment into the facility for your rental? If so, what?
- Will participants/guests at your event be charged a fee or be encouraged to make a donation for attending? Will any items be for sale at your event? If so, please describe:
- Will any performers or vendors be present at the event? If so, who?
- Do you have any special needs or requests? If so, what?

RENTAL FEES

YES NO

- Do you require use of the kitchen for a \$40 flat fee? (Only available at Andersen, Barrie, Carroll, Field, & Fox Centers)
- Would you prefer for the Park District to take care of garbage from your event for \$25? (Replying "NO" requires that all garbage is removed from the facility and is taken home with the renter)
- Are you applying for the Oak Park Resident discounted rate? (If yes, please attach proof of residency with application.)
- Are you applying for the Non-Profit discounted rate? (If yes, please attach 501(c)(3) determination letter from IRS.)

DEPOSIT PAYMENT INFORMATION

Payment Method: Visa Master Card Check (#: _____) Cash Total Payment: \$ _____

Account #: _____ - _____ - _____ - _____ Expiration Date: ____ / ____

Card Holder Name: _____ Card Holder Signature: _____

(TURN OVER TO REVIEW RULES & PROVIDE SIGNATURE)

FACILITY RENTAL RULES & REGULATIONS

Renter Responsibilities & General Guidelines:

Renter is responsible for leaving the facility in the same condition it was found. All decorations must be removed, tables and chairs must be wiped down, floor must be swept, and any other necessary cleaning must be done within the scheduled rental time (Facility Attendants will be responsible for putting away any tables or chairs at the completion of the rental). All trash is to be picked up, bagged, and taken home with the renter at the conclusion of the rental or a \$25 trash removal fee will be deducted from the deposit. Renter (the specific person listed on the Rental Application) is required to be present for the entire length of the event and is required, in cooperation with the Facility Attendant, to complete and sign a facility checklist at the conclusion of the event.

Renter is responsible for own actions and the actions of those in attendance at their event as well as ensuring that all activities are properly controlled and supervised. Adequate adult chaperones must be provided for guests under 19 years of age (generally at least 1 adult chaperone should be provided for every 10 youth in attendance). Smoking and alcohol is not permitted in Park District community centers or parks. All persons in attendance will comply with the rules and laws of the Park District of Oak Park, Village of Oak Park, State of Illinois, and any other applicable governing bodies. Any behavior deemed by Park District staff to be destructive or inappropriate in any way shall be cause for immediate eviction and loss of rental fees & deposit.

Decorations & Permitted Activities:

All materials, decorations, and equipment brought into the rented facility must be removed upon the completion of the rental. The Park District assumes no responsibility for any accident, theft, or loss of property. There are no provisions for renters to store any items prior to or after any rental unless approved in writing in advance (and at an additional cost). All decorations must be free-standing (nothing can be attached to walls, doors, ceilings, or windows). Helium balloons must be weighted. Table covers are encouraged to ensure that tables are not damaged. No confetti, glitter, flower petals, silly string, or any other items of this nature may be used by the renter or anyone in the renter's party. Requests for the use of any open flames (including candles, "Sternos," etc.), amplified music (including stereos/boom boxes) must be noted on the application and approved in writing in advance.

Return of Deposit:

Renters will receive the balance of their deposit within 4 weeks of the end of the rental. The refunded amount will be made out to the renter listed on the application by credit card if originally paid in that way or check if the original deposit was made by check or money order. Assuming that the facility rental begins and ends at the agreed upon time and that the facility is left in the same condition found at the start of the rental, renters should have little issue in having the entire amount of their deposit returned. However, below are listed some examples of reasons why previous renters have lost a portion or all of their deposit:

- Renter listed on the Rental Application was not present during the length of the entire rental
- Renter arrived earlier to set-up or stayed later than was agreed to in Rental Agreement
- Kitchen or other special equipment was used that was not included in the original Rental Agreement
- Facility was left dirty or in worse condition than was presented to Renter at start of rental
- Park District equipment or facilities were damaged during the rental
- Trash was not taken home with Renter as was agreed upon in Rental Agreement
- False information was provided on Rental Application
- Police were called to address an incident that occurred during the rental

Waiver & Release of Claims:

By signing below, I understand and agree to follow all guidelines set forth in this document as well as the Park District Rules & Regulations Governing Uses of Park Facilities. I recognize that I am responsible for my actions as well as those of anyone else in attendance at my event, invited or uninvited. To the extent permitted by law, my organization, representatives, guests, and I will indemnify, save, defend, and hold harmless the Park District of Oak Park and its officers, officials, agents, volunteers, and employees (hereinafter referred to as "district") from and against any and all liabilities, obligations, claims, damages, penalties, cause of actions, costs and expenses (including reasonable attorney and paralegal fees) from any and all claims resulting from injuries, damages, and losses sustained arising directly or indirectly in connection with, or under, or as a result of this application process and permitted event. Should I or my guests fail to follow Park District rules and guidelines outlined in Park Code and/or this agreement, perform adequate clean-up, or if damage occurs to Park District property, I understand that I will be billed at full cost plus overhead for clean-up and repair. In addition, such failure may result in the denial of future approval for a facility rental or the requirement of a larger deposit for future events.

Renter Signature

Date

FINAL PAYMENT INFORMATION

Payment Method: Visa Master Card Check (#: _____) Cash Total Payment: \$ _____

Account #: _____ - _____ - _____ Expiration Date: ____ / ____

Card Holder Name: _____ Card Holder Signature: _____

FOR OFFICE USE ONLY

Received by: _____ on: _____ at: _____ Reservation #: _____ Initial Confirmation: _____ Final Confirmation: _____
(Initials) (Date) (Time) (In Rec Trac) (Date) (Date)

Residency Verified by: _____ on: _____ Notes: _____
(Initials) (Date)