



MEDINAH PARK DISTRICT FACILITY RENTAL APPLICATION



NAME OF GROUP, ORGANIZATION OR INDIVIDUAL: _____

PERSON IN CHARGE OF THE RENTAL: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PRIMARY PHONE: _____ OTHER PHONE: _____

E-MAIL ADDRESS: _____ BIRTHDATE: _____

DATE REQUESTED: _____ ALTERNATE DATE: _____

HOURS REQUESTED From: _____ AM / PM To: _____ AM / PM

(Rental time requested must include set up and clean up time. There will be a \$20/hour fee assessed for hours rented outside our normal indoor operating hours. All rentals will conclude by 10:30pm)

DESCRIPTION OF ACTIVITY: _____

EXPECTED ATTENDANCE: _____ ADULTS _____ CHILDREN

FACILITY REQUESTED:

GYM (MAX 200) _____ WALNUT RM. (MAX 80) _____ MAPLE RM. (MAX 40) _____ OAK RM. (MAX 20) _____

THORNDALE PARK OUTDOOR PAVILION _____ FIRE-PIT _____ CONNOLLY REC CENTER PATIO _____

BALLFIELDS/TENNIS COURTS (Specify field/court) _____ BALLFIELD LIGHTS (\$30/HOUR) _____

OTHER PARK (Please specify) _____

ARE REFRESHMENTS OR FOOD GOING TO BE SERVED? ____ Yes ____ No

(Please Describe) _____

EQUIPMENT NEEDED:

of chairs (indoor usage) _____ (125 max) # of tables (indoor usage) Round (10 available) _____ Rectangle (12 available) _____

of picnic tables (pavilion/patio) _____ (14 max) # of garbage cans (pavilion/patio) _____ (6 max)

DO YOU NEED USE OF THE KITCHEN? ____ Yes ____ No **(\$15.00 CHARGE PER EVENT)**

REFRIGERATOR ____ Yes ____ No

MICROWAVE ____ Yes ____ No

OVEN ____ Yes ____ No

WILL THERE BE A REGISTRATION FEE, COLLECTION TAKEN OR CHARGE MADE?

____ YES ____ NO

(Please Turn Over)

FACILITY USE AGREEMENT – WAIVER & HOLD HARMLESS

We/I _____ (Name of renter or organization), agree to hold harmless the Medinah Park District, DuPage County, Illinois, the Board of Commissioners, its agents and employees; and to assume responsibility for, and to defend at our/my own expense all claims for damage to property and persons, including medical expense for injuries incurred and arising incidental to the use of the facility involved. It is further understood and agreed that the Medinah Park District assumes no obligation or responsibility in connection with the use of the facility. We/I further agree to assume all costs of damage (s) to the facility and/or its contents during the period of our/my authorized use of the facilities and as a result of such use of the facility and/or contents.

Signature of Representative Date Signature of Facility Supervisor Date

SUBMITTING THIS RENTAL APPLICATION DOES NOT AUTOMATICALLY CONSTITUTE APPROVAL OF THE FACILITY, NOR TIME REQUESTED. PLEASE ALLOW FIVE WORKING DAYS FOR APPROVAL. ALL REQUESTS WILL BE REVIEWED AND ACCEPTED BASED ON: PARK POLICY, FACILITY AND STAFF AVAILABILITY.

Indoor Facility	Max Capacity	Hourly Rate
Gymnasium	250	\$50R/\$65NR
Walnut Room	80	\$45R/\$60NR
Maple Room	40	\$40R/\$55NR
Oak Room	20	\$30R/\$45NR
Kitchen Flat Fee w/Rental	N/A	\$15
<i>Additional \$20 per hour for rental beyond facility hours.</i>		

Outdoor Facility	Hourly Rate
Pavillion	\$35R/\$50NR
Patio	\$35R/\$50NR
Athletic Fields	\$35R/\$50NR
Tennis Courts	\$35R/\$50NR
Fire Pit	\$15R/\$25NR
Fire Pit Flat Fee w/ Pavillion Rental	\$15

Facility	# of Hours		Rate	Sub-Total
		X		
		X		
Total Amount Due				

Once the rental application has been approved, a \$20 rental deposit will be due in order to secure your rental time and date. The remaining balance of your rental is due in full 14 days prior to your rental date.

The \$20 rental deposit will be put towards your total rental charge.

Office Use Only

Facility/Grounds Available Y/N
 Rules & Regulations signed Y/N
 Added to Facility Calander Y/N

	Amount Due	Date Due	Paid by:	Check #	Date Paid	Staff
Deposit Due			Cash, CK, V, MC, D			
Balance Due			Cash, CK, V, MC, D			
Total						



MEDINAH PARK DISTRICT FACILITY RENTAL RULES AND REGULATIONS

- 1) Alcoholic beverages are NOT allowed on Park District property.
- 2) All functions should be in accordance with Park District standards and may not be in violation of any District regulation or ordinance.
- 3) The renter assumes responsibility for set-up/take-down of tables, chairs and decorations, and for clean-up.
- 4) The Park District assumes no responsibility for any accident to person or loss of property. The user must agree to indemnify and hold harmless the Medinah Park District for any accidents resulting in bodily injury or property damage.
- 5) Gambling is prohibited.
- 6) Disorderly conduct by rental patrons shall be cause for cancellation of a rental in progress, including loss of the damage deposit, and shall be cause for denial of future rentals.
- 7) An adult supervisor must be present when children (those under the age of eighteen) are using the facility. A ratio of one adult for every ten children must be maintained.
- 8) Smoking is not permitted inside the building at any time.
- 9) The renter must immediately report any injury to person or damage to property immediately.
- 10) Any use of loudspeakers or public address instruments is prohibited except by special written permission from the Park District. Permit for use of a public address system may be cancelled at any time.
- 11) The posting of advertisements of any product or service for sale is not permitted. No permit will be issued to any individual or group who will be charging admissions or fees with the purpose of private monetary gain unless written permission is granted.
- 12) Upon request, the use of kitchen facilities is made available, however, the renter must bring his/her own utensils. Kitchen rental fees are \$15.00 per use.
- 13) The Park District is not responsible for clothing or equipment left on the premises.
- 14) Renters are required to remain in the immediate area of the facility (ies) they are renting throughout the rental period.
- 15) The renter must immediately report any spills on the carpeting or floors to the Building Supervisor. Failure to report may result in loss of damage deposit.
- 16) A written rental permit will be issued to the individual in charge of the rental. The permit must be kept by this person during the rental period.
- 17) The Park District prohibits any lighting of candles (other than birthday candles) or incense during a rental.
- 18) The person in charge of the rental must be 21 years of age or older.
- 19) Damage Deposits will only be refunded if there is no damage to facility and if the building does not require significant clean-up by Park District personnel at the conclusion of the rental. Additional charges will be levied if there is excessive damage and/or clean-up.
- 20) No wall/ceiling decorations are to be put up without permission given by the Medinah Park District.

I HAVE READ THE RULES AND REGULATIONS OF THE MEDINAH PARK DISTRICT FACILITY RENTALS AND UNDERSTAND THEM. I ALSO UNDERSTAND THAT ANY VIOLATION OF THE ABOVE RULES AND REGULATIONS MAY RESULT IN THE IMMEDIATE CANCELLATION OF THE RENTAL, LOSS OF DAMAGE DEPOSIT AND/OR DENIAL OF FUTURE RENTAL REQUESTS.

SIGNATURE

DATE