

**Wood Dale Park District
Recreation Complex
Rental Request/Reservation Form**

111 E. Foster Ave., 630-595-9333 (phone), 630-595-9699 (fax),
www.wooddaleparkdistrict.org

Name of person making request: _____ Date: _____

Organization (if any): _____

Address: _____
Street City Zip

Day Phone: (_____) _____ Evening Phone: (_____) _____

Date Requested: _____
Day of week Date(s)

Time: _____ am/pm TO _____ am/pm

Room Requested: _____ Estimated # of people: _____

Describe the nature of the activity and/or purpose of the rental: _____

List and/all equipment and the amount needed (tables, chairs, etc.): _____

Will food be served: Yes No If so, what: _____

All fees and rules are listed on the attached sheets. Please use them as your reference for additional information which may pertain to your type of rental/reservation. If you have further questions please contact the Wood Dale Park District Recreation Complex at 630-595-9333.

HOLD HARMLESS AGREEMENT

I/We _____ agree to hold harmless the Wood Dale Park District, the Board of Commissioners, its members and employees; and defend at our/my own expense all claims for damage to property, equipment and persons, including medical expenses for injuries incurred and arising incidental to the use of the Recreation Complex. It being further understood and agreed that the Wood Dale Park District assumes no obligation or responsibility in connection with the use of the facility. I/We further, agree to assume all cost of damage to the building and/or contents during the period of our authorized use of the facilities and as a result of such use of the building and/or contents.

Date

Signature of person responsible for Rental/Reservation

Wood Dale Park District
Recreation Complex
Usage Rules

1. All contract signers must abide by times and dates that were requested and approved. If your group will not be meeting on a requested date, please advise the Park District as soon as possible.
2. All rental groups are to check in at the front desk to notify the Facility Supervisor they are in attendance and to verify which room they are assigned to. At the end of your usage time, please check out at the front desk as well.
3. If applicable, all deposits are required to hold any/all dates requested and to cover any possible damage. The deposit will not be put towards your final payment. Final payment will be due no later than one week prior to the date of the event. You will be notified in writing of these dates.
4. Each group is responsible for the clean up of the room they have used. We do expect the room to be left in the same condition as it was prior to the time it was reserved to you.
5. If using the kitchen facility, use of the stove and oven is NOT allowed. There will no exception to this usage.
6. No food or beverages are permitted in the gym. No alcoholic beverages are permitted.
7. Fitness Studio is for high school age and above. You must have a membership or have paid the daily fee to use the Studio. The Walking Track may be used free of charge. All children, Jr. High age and younger, must be accompanied and stay with an adult.
8. The Park District will not provide photocopies or any other supplies for any rental groups on a regular basis. Please come prepared. If you do need assistance please go to the front desk.
9. We expect all groups to abide by our facility usage rules and regulations.

RECREATION COMPLEX RENTAL FEES

REQUESTED FACILITIES	\$PER HOUR	TOTAL HOURS	TOTAL PRICE
½ GYM	\$30.00		
FULL GYM	\$50.00		
REG. MEETING ROOM	\$30.00		
DEPOSIT FOR ABOVE	\$50.00		
SENIOR ROOM W/ KITCHEN	\$40.00		
TEEN CENTER	\$40.00		
BOTH W/ KITCHEN	\$60.00		
DEPOSIT FOR ABOVE	\$75.00		
BEYOND FACILITY HRS.	\$10.00		
GAMES IN TEEN CNTR.	\$25.00		

TOTAL FEES	
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<u>CIRCLE PAY.</u> <u>TYPE</u> <i>(CK, VS, MC)</i>	<u>DATE PAID</u>	<u>TRANS#</u>	<u>STAFF</u> <u>INITIALS</u>	<u>DEPOSIT PAID</u>

FINAL BALANCE DUE	
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<u>CIRCLE PAY.</u> <u>TYPE</u> <i>(CK, VS, MC)</i>	<u>DATE PAID</u>	<u>TRANS#</u>	<u>STAFF</u> <u>INITIALS</u>	<u>FINAL PAYMENT PAID</u>

<u>CIRCLE PAY.</u> <u>TYPE</u> <i>(CK, VS, MC)</i>	<u>DATE</u> <u>REFUND</u> <u>ISSUED</u>	<u>TRANS.#</u>	<u>STAFF</u> <u>INITIALS</u>	<u>REFUND CHECK</u> <u>AMOUNT</u>

Deposits: Required to hold date(s) requested. Provided facility and equipment remains in the same condition and that the hours requested are held to, all fees will be refunded **after** the event has taken place. A refund will be mailed to the address listed on the Reservation Form.

If the gym is used in combination with the senior room or teen center only a \$75.00 deposit is needed.

Community Groups and Park District related organizations will be charged a fee to cover a Building Supervisor when using the facility beyond normal operating hours. Special fees may be required pending the type of rental. These fees will be set on a per case basis.