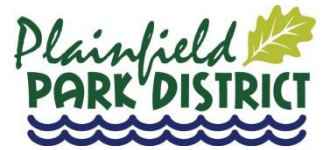


Plainfield Park District

FACILITY RENTAL APPLICATION AND AGREEMENT

Reservations accepted at PARC 24550 W. Renwick Road, Plainfield (815)436-8812
or PTCC 15014 South Des Plaines Street, Plainfield (815)436-2029



CONTACT INFORMATION

Contact Name: _____ Organization Name _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Phone Number _____ Contact Cell Number _____

Alternate Contact Name _____ Phone _____

*ALL contacts listed must be present during rental. Email _____

RENTAL INFORMATION

Type of Event _____ Purpose of Event _____

Date of Rental: ____/____/____ Day of Week: M Tu W Th F Sa Su

Rental Start Time: _____: _____ am/pm Rental End Time: _____: _____ am/pm (*2 hour minimum)

Number of Guest Expected: _____ (*Maximum capacity will depend on facility)

Event Needs:

Tables and Chairs

6 ft. tables/Quantity _____

Chairs/Quantity _____ (availability depends on facility)

Rental fee includes 30 min. set up before rental start time. Rental ends at designated end time.

FACILITY REQUESTED

Prairie Activity & Recreation Center (PARC)
24550 W. Renwick Road, Plainfield, IL 815/436-8812

- _____ Multi-Purpose Room (Capacity 60)
- _____ Conference Room Capacity 15)
- _____ Kitchen (Includes minimal counter area, freezer, refrigerator, and warming unit)
- _____ Full Gymnasium (1 full size High School court)
- _____ Half Gymnasium
- _____ Additional Gymnasium equipment per item – Volleyball (2) or pickleball (4)

Rec/Admin Center (RAC)
23729 West Ottawa Street, Plainfield, IL 815/436-8813

- _____ Meeting/Training Room (Capacity 20)
- _____ Kitchen-includes minimal counter area, stove and refrigerator.

Plainfield Township Community Center Rental (PTCC)
15014 South Des Plaines Street, Plainfield, IL 60544 815/436-2029

- _____ Multi-purpose Room (Capacity 100)
- _____ Kitchen area includes use of refrigerator, stove and serving area

DEFINITIONS OF TERMS

Class 2 – are non-profit, service-oriented organizations and groups or affiliate organization and groups that directly serve District residents.

Class 3 - are non-profit and taxing or governmental agencies that directly serve District residents.

Class 4 - (Residents) are resident businesses, organizations, or individuals whose primary address is within the boundaries of the District.

Class 5 - (Non-Resident) are non-resident businesses, organizations, or individuals whose address is outside the boundaries of the District.

Class 6 - include all commercial, for-profit individuals, organizations or groups regardless of the purpose for their use of District facilities.

FACILITY RENTAL FEE STRUCTURE OF HOURLY RATES

Prairie Activity & Recreation Center (PARC)	Class 2	Class 3	Class 4	Class 5	Class 6
PARC – Multi-purpose Room	\$35	\$40	\$55	\$70	\$105
PARC – Conference Room	\$25	\$30	\$35	\$40	\$45
PARC – Kitchen use (one – time fee)	\$30/rental	\$30/rental	\$30/rental	\$55/rental	\$80/rental
PARC – Full Gymnasium	\$35	\$45	\$55	\$80	\$155
PARC – Half Gymnasium	\$25	\$30	\$35	\$45	\$85
PARC – Equipment use (one – time fee)	\$30/rental	\$30/rental	\$30/rental	\$55/rental	\$80/rental
PARC – Additional staffing after normal Business hours	\$30/hr.	\$30/hr.	\$30/hr.	\$55/hr.	\$80/hr.

Plainfield Township Community Center (PTCC)	Class 2	Class 3	Class 4	Class 5	Class 6
PTCC - Multi-Purpose Room	\$55	\$65	\$95	\$120	\$185
PTCC – Kitchen use	\$30/rental	\$30/rental	\$30/rental	\$55/rental	\$80/rental

Recreation/Administration Center (RAC)	Class 2	Class 3	Class 4	Class 5	Class 6
RAC - Training Room	\$30	\$35	\$45	\$55	\$85

- All Room rentals are per hour with a two hour minimum limit.
- Kitchen & Equipment use fees are per rental.

RENTAL POLICY & PROCEDURES

Applicants are required to abide by the specific rules of the application as well as other Park District and local ordinances. Failure to comply may result in the cancellation of the application, groups fees; cancellation of any current or future permits; and/or Law Enforcement officials may be called. The Facility and Shelter Use Rules and Regulations include, but are not limited to:

- The sales receipt must be available during use and presented to any Park District representative upon request.
- It is the responsibility of the Group and/or the individual identified as the person in charge of the permit to enforce the rules and regulations regarding the conduct of the group while using Park District facilities. Including, but not limited to:
 1. Park District staff MUST be respected and obeyed at all times.
 2. Any activities deemed inappropriate and indicated by the Park District staff are prohibited.
 3. The Park District cannot be held responsible for lost, stolen or damaged property.
 4. The building and all equipment must be used and treated appropriately
 5. The rental must take place as described on the application, including the type of activity and the number of guest/participants.
 6. Under age children must be supervised at all times.
 7. Rental space is limited to the space specified in the rental agreement or permit.
 8. Alcohol is only allowed by special permit and all qualifying conditions must be met. PARC facility only.
 9. Illegal substances are strictly prohibited.
 10. Firearms are prohibited on any Park District property.
 11. Tobacco use is prohibited in outdoor recreational facilities. No person shall use any form of tobacco at or on any District-owned or operated outdoor recreational facilities, including restrooms, spectator and concession areas. These facilities include playgrounds, athletic fields, parks, walking/hiking trails. Smoking cigarettes, cigars or pipe tobacco in any facility of the District in violation of the Clean Air Act.
 12. All litter must be picked up and placed in trash cans after each use.
- Facility use may begin 30 minutes prior to the designated start time for room set up. Closing ends at the time stated on the receipt. If reservation exceeds the allotted time on the receipt it may result of not receiving security deposit, fees will be adjusted accordingly.
- Reservations are not transferable. All users will ensure that no unauthorized third party is granted permission to use the facility or without Park District approval.
- Parking is allowed in designated areas only. Vehicles are not allowed on Park District property, other than parking lots, without written permission noted on the permit issued by the Park District. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. Renter shall be responsible for any damage to Park District property caused by the failure of User or Group to comply with this provision.
- Selling food or other items is not allowed without Park District approval and is subject to all county and state guidelines.
- The display or distribution of handbills, pamphlets, flyers, signs, or any other printed material containing advertising matter, information, or announcements is prohibited on Park District property without permission of the Park District.
- Amplified sound is not allowed in any facility without Park District approval. All local ordinances are also applicable.
- Renters shall inspect the facility prior to and subsequent to each use to identify any dangerous or unsafe condition and to determine whether the facility is safe and appropriate for any planned activity.
- Renters shall promptly advise the Park District of any perceived dangerous or unsafe condition.
- The use of the Park District Name, Logo, or likeness without express written permission of the Director of Recreation and Facilities is prohibited.
- All Ordinances of the municipality in which the facility is located are applicable.
- Appropriate applications are to be completed for rentals of park district space and may include additional rules and regulations.
- All fees and deposits are due at the time of the reservation.
- Reservations must be made ten (10) business days prior to the date requested.
- Cancellations must be made ten (10) business days prior to the date of the reservation to receive a full refund.

ACKNOWLEDGMENT OF RENTAL REQUEST POLICY & PROCEDURES

I certify that all of the information I provided on this form is true and correct. I understand that Plainfield Park District may verify this information and that misrepresentation may result in the denial of a rental or additional fees.

I understand that Plainfield Park District will not be responsible for any property left unattended in the facility, and that I am responsible for reporting incidents of vandalism or illegal activity in the facility by calling 911.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 18 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse Plainfield Park District for any and all loss incurred by it in repairing or replacing damage to Plainfield Park District property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event or rental who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless Plainfield Park District, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agenda, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.

I have read and understand all regulations/requirements/agreements pertaining to my reservation. I do hereby agree to abide by all federal, state, local and Park District laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event/rental request on Plainfield Park District property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed rental request. In the event that information provided on this form changes or your event is cancelled, please inform Plainfield Park District in writing at least 10 (ten) days prior to the event; you may submit the change via email at guestservices@plfdparks.org or in person at the Prairie Activity & Recreation Center (PARC); 24550 W Renwick Rd, Plainfield, IL 60544.

Signature: _____ **Date:** ____/____/____



For office use only:

Reservation #	Rental Fee:	Additional Fee:	Deposit Due:	Total Amount Due:
Reserv # _____				
Room Reserved <input type="checkbox"/>	Kitchen Reserved <input type="checkbox"/> Reserv # _____ <small>*If Kitchen is used but not reserved by renter this will be deducted from deposit, renter must initial _____</small>			Total Amount Paid: _____
Requires Special Use Permit or Certificate of Insurance? <input type="checkbox"/> Yes <input type="checkbox"/> No Expiration Date: ____/____/____				
Facility Manager Signature: _____ Date Approved: ____/____/____				
If not, please specify: _____				
Application Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> Date Approved: ____/____/____ Initials: _____				
<input type="checkbox"/> SCAN/EMAIL COPIES TO FACILITY, FACILITY MANAGER, GUEST SERVICE SUPERVISOR <input type="checkbox"/> COPY GIVEN TO RENTER <input type="checkbox"/> ORIGINAL IN FACILITY BINDER				
Deposit Refunded	Deposit Withheld:	Reason Deposit Withheld:		
<input type="checkbox"/> _____(Initials) _____Date _____Approved by	<input type="checkbox"/> _____(Initials) _____Date _____Approved by	_____ _____ _____ Staff Signature: _____		