



ROOM RENTAL RESERVATION REQUEST

Room requests accepted at PARC | 24550 W Renwick Rd, Plainfield IL 60544 | 815-436-8812
or PTCC | 15014 S Des Plaines St, Plainfield, IL 60544 | 815-436-2029

- Room Requests must be made at least 2 weeks prior to the date requested.
- The Park District shall have at least three business days after receiving request to review the application.
- **Rental fee includes 30 min. set up before rental start time. Rental ends at the designated time stated on the receipt.**

Applicant Information

Name (Individual/Contact Person) _____

Date of Birth _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____

Email Address _____

Alternate Contact _____

Alternate Contact Phone Number _____

*ALL contacts listed must be present during the rental.

Event Information

Organization _____ Event Date _____ Event Start & End Time _____

Estimated Attendance _____

Purpose / Description of Event _____

Requesting Special Usage (Alcohol, DJ, or any third party vendor) Yes No

Facility Information

- Facilities must be reserved for a minimum of 2 hours.
- Full payment is due at the time the facility reservation is made. In addition, a **\$100** refundable security deposit is required.
- Additional fees may be assessed which can result in loss of security deposit. Reasons include, but are not limited to: clean-up, garbage, or staffing.

Prairie Activity & Recreation Center (PARC)

24550 W. Renwick Rd, Plainfield, IL 60544

Plainfield Township Community Center (PTCC)

15014 S Des Plaines, Plainfield, IL 60544

- Multi-Purpose Room (Capacity 60)
- Kitchen (includes refrigerator, freezer & warming unit)
- Full Gymnasium (1 full size High School court)
- Half Gymnasium
- Additional Gymnasium equipment. Fees per item
Specify Equipment _____
- Other _____
- Multi-Purpose Room (Capacity 100)
- Kitchen (includes refrigerator, stove & serving area)

Date Received: _____	Time Received: _____	Staff Initials: _____
Reservation #: _____	Date Processed: _____	Initials: _____
Security Deposit Returned on: _____	Security Deposit Held <input type="checkbox"/>	Reason: _____
	Special Use Request: <input type="checkbox"/>	COI Received: <input type="checkbox"/>

Hourly Facility Rental Fees

Prairie Activity & Recreation Center (PARC)	Resident	Non-Resident
PARC – Multi-Purpose Room	\$60	\$75
PARC – Kitchen use (one – time fee)	\$30/rental	\$55/rental
PARC – Conference Room	\$35	\$45
PARC – Full Gymnasium	\$60	\$90
PARC – Half Gymnasium	\$40	\$45
PARC – Volleyball Nets (one – time fee)	\$30/net	\$55/net
PARC – Pickleball Nets (one – time fee)	\$30/2nets	\$55/2nets
PARC – Additional Staffing	\$30/hr.	\$55/hr.

Plainfield Township Community Center (PTCC)	Resident	Non-Resident
PTCC – Multi-Purpose Room	\$95	\$120
PTCC – Kitchen use (one – time fee)	\$30/rental	\$55/rental
PTCC – Additional Staffing	\$30/hr.	\$55/hr.

Special Use Request

Special Use Requests must be approved by the Plainfield Park District. These may include, but are not limited to, DJ's, alcohol and any third-party vendors.

Insurance Requirements for Special Use Requests

Plainfield Park District may require the renter to provide a Certificate of Insurance verifying \$1,000,000 minimum general liability insurance and \$2,000,000 aggregate insurance. The Plainfield Park District must be named on the Certificate of Insurance as an additional insured. The Certificate of Insurance must include the name of the event as well as the date, time, and location of event. This must be turned into the Park District no later than 2 weeks prior to the event. If alcoholic beverages are being served or consumed, Police supervision will be provided by the Park District at the expense of the renter.

Facility Rental Guidelines

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, loss of rental fees and/or security deposit; cancellation of any current or future permits; and/or Law Enforcement officials may be called. The Facility Use Rules and Regulations include, but are not limited to:

- The renter must be able to provide a copy of the receipt during the rental and present to any Park District representative upon request.
- The renter is responsible for the behavior of their guest and enforcing 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. One chaperone over the age of 21 years must be present for every ten minors.
 7. Rental space is limited to the space specified in the rental agreement or permit.
 8. No decorations can be hung or taped on the walls. Confetti and/or glitter are not allowed.
 9. Alcohol is only allowed by special permit and all qualifying conditions must be met. PARC facility only. Alcohol will not be permitted while other programs are going on in the facility.
 10. Illegal substances are strictly prohibited.
 11. Firearms are prohibited on any Park District property.

12. Tobacco use is prohibited in recreational facilities. No person shall use any form of tobacco at or on any District-owned or operated recreational facilities. 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.

13. All garbage must be picked up and placed in trash cans after each use.

14. Follow current Park District polices regarding face coverings / masks within the facility and rental room.

- Facility use may begin 30 minutes prior to the designated start time for room set up. The rental ends at the designated time stated on the receipt. If reservation exceeds the allotted time on the receipt it may result in forfeit of 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 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 written permission of the Plainfield Park District 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) days prior to the date requested.

CANCELLATION POLICY

Cancellations requested 10 or more days prior to the event will receive a refund of fees paid less a \$25 cancellation fee. Cancellations requested less than 10 (ten) days prior to the event will receive a refund of fees paid less the deposit up to a maximum of \$100. In the event the Plainfield Park District cancels your reservation, you may reserve another date/time, if available or receive a full refund.

WAIVER AND HOLD HARMLESS AGREEMENT

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 reservation 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 notifying facility staff.

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 21 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 of 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 application.

I have read and understand all regulations/requirements/agreements and special use regulations/requirements 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 requirement for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Plainfield Park District Property. I understand that lack of meeting all requirements may result in denial or cancellation of the proposed event. 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 to reschedule.

Print Applicant Name

Applicant Signature

Date

Rental Fees Due

	Amount	Notes
Facility Fee	\$	
Security Deposit	\$100	
Kitchen Usage	\$	
Additional Fees	\$	
TOTAL Fees Due:	\$	

Payment Made By: **CASH** **CHECK** **CREDIT CARD**

FACILITY RENTAL FAQS

When can I reserve a room?

Room requests can be made up to 4 months in advance.

How early can I come in to start setting up?

Renters are able to come in 30 minutes before the rental time to start setting up. The rental ends at the designated time stated on the receipt. If you need additional time to set-up or clean-up please add that into your rental time.

How do I reserve a facility?

Room requests can be dropped off at the Prairie Activity & Recreation Center (24550 W Renwick Rd., Plainfield) or Plainfield Township Community Center (15014 S Des Plaines St, Plainfield, IL 60544). Requests must be made at least 2 weeks in advance. The Park District shall have at least three business days after receiving request to review the application.

When will I get my deposit returned?

Deposits will be processed the week following the event unless damages have been incurred during the rental time. Renters will be notified of the nature and amount of the damages. Deposits paid will be returned by check, unless it was paid with a credit/debit card. and should be received 3-4 weeks after the event.

What is the cancellations policy?

Cancellations requested 10 (ten) or more days prior to the event will receive a refund of fees paid less a \$25 cancellation fee. Cancellations requested less than 10 (ten) days prior to the event will receive a refund of fees paid less the deposit up to a maximum of \$100. In the event the Plainfield Park District cancels your reservation, you may reserve another date/time, if available or receive a full refund.

Are there are restrictions with decorations?

No decorations can be hung or taped on to the walls in the facility. Confetti and glitter are not allowed.

Is alcohol allowed during our rental?

If you are interested in having alcohol at your event you must contact the facility manager. Alcohol is only allowed by special permit and all qualifying conditions must be met. PARC facility only. Alcohol will not be permitted while other programs are going on in the facility.

How do I make changes to my reservation?

Changes to the reservation must be submitted in writing to the Plainfield Park District at guestservices@plfdparks.org by the person who signed the contract at least 10 (ten) days prior to the event. Additional fee(s) may apply.