



Warrenville Park District
3S260 Warren Avenue, Warrenville, IL 60555 - 630-393-7279

Facility Rental Application

Please fill out this form and return all copies to the Recreation Center Office. Your copy will be forwarded to you after approval.

1. Name of Organization or Household: _____
 Name of Applicant: _____ Phone: ____/____/____
 Address: _____ City: _____ Zip: _____
 Email Address: _____ Cell Phone: ____/____/____
 Alternate Contact: _____ Phone: ____/____/____

Check Type of Group (see attached): Category A Category B Category C Category D

2. Type of rental (i.e. meeting, birthday party, etc): _____
 Day of week requested: _____ Date(s) requested: _____
 Arrival time _____ am/pm Departure time _____ am/pm
 Number of participants: Adults _____ Children _____
 Please check the Facility & Space Requested: Rec Center Gymnasium Multi-Purpose Room
 Community Building Gymnasium Activity Room

3. Special Arrangements: Number of tables _____ Number of chairs _____ Other _____

Please select your room layout on the next page.

4. Will your group bring equipment, food and/or beverages into WPD Facility? Describe _____
 Will you be charging admission fees for your event? Yes No If so, how much? _____

All rentals monies must be paid one week in advance. Failure to pay by the designated deadline will automatically result in cancellation.

WE REMIND YOU THAT WARRENVILLE PARK DISTRICT RECREATION CENTER IS A SMOKE-FREE ENVIRONMENT and ALCOHOL IS PROHIBITED.

I/We understand that I/we are subject to all laws of the State of Illinois and to Warrenville Park District ordinances, and that no activities in violation of such laws or ordinances shall be permitted on subject premises during the lease or use thereof.

I/We hereby agree to use Warrenville Park District facilities in accordance with regular park district policies and regulations, and agree to the charges incurred if any.

Waiver As a user of Warrenville Park District facilities, I recognize and acknowledge that there are certain risks of physical injury, and I and those in my charge agree to assume the full risk of any injuries, including death, damages or loss which I and those in my charge may sustain as a result of participating in any and all activities connected with or associated with such use of park district facilities. I agree to waive and relinquish all claims that I and those in my charge may have as a result of use of this park district facility against the park district and its officers, agents, servants, and employees.

I do hereby fully release and discharge the park district and its officers, agents, servants, and employees from any and all claims for injuries, including death, damage or loss, which I and those in my charge may have, or which may occur to us on account of our participation in the use of the park district facilities.

I further agree to indemnify and hold harmless and defend the park district and its officers, agents, servants, and employees from any and all losses sustained from injuries, including death, damages, and losses sustained by me and those in my charge and arising out of, connected with or in any way associated with the activities in the use of park district facilities. I have read and fully understand the above use of park district facilities and Waiver and Release of all claims.

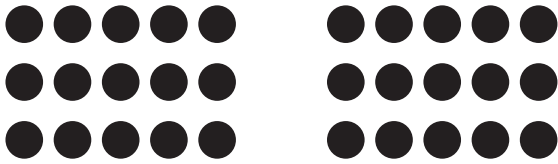
Signature (over 21 years) _____
Date

Warrenville Park District Duly Authorized Agent Signature _____
Date

Rental Fee \$ _____	Amount Paid \$ _____	Rental # _____	Date _____
Cash _____	Check _____	Card # _____	Exp. Date _____
Security Deposit \$100	Cash _____	Check _____	Discover _____
Payment Received by _____		WPD staff initial _____	

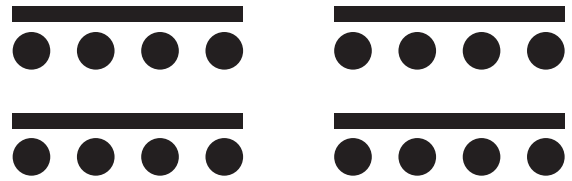
Room Set-Up Options (Choose your layout by clicking the box next to your choice):

A – THEATER STYLE



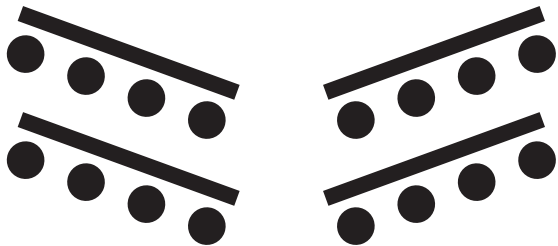
A: Rows of chairs (no tables) arranged with all participants facing towards the front of the room.

B – CLASSROOM STYLE



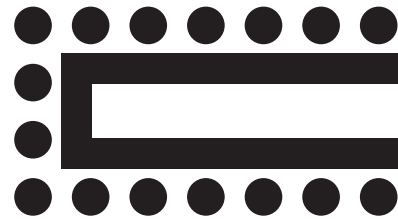
B: Rows of tables & chairs arranged with all participants facing towards the front of the room.

C – CHEVRON



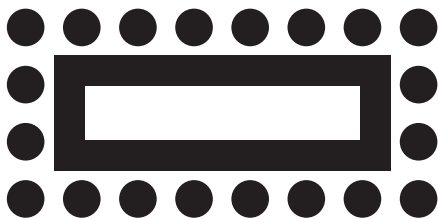
C: Rows of tables & chairs arranged in a V shape and separated by a center aisle.

D – U SHAPE



D: Tables arranged in a large U with open space in the middle. Participants are seated around the outside.

E – HOLLOW SQUARE



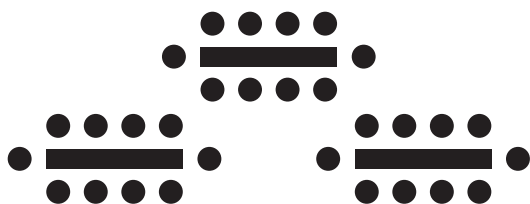
E: Tables are arranged in a square with chairs along the outside facing the empty center.

F – CONFERENCE STYLE



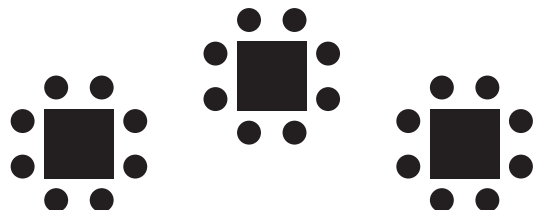
F: Tables arranged together to create a single large table.

G – TEAM TABLES/CLUSTERS



G: Several conference style set-ups scattered throughout the room.

H – BANQUET SQUARES



H: Square tables arranged throughout the room with participants seated around the tables.



Warrenville Park District Recreation Center Facility Usage Rules & Guidelines

(Revised Oct 2020)

Any group/individual approved to reserve a room shall be bound by the general rules and regulations of the Warrenville Park District but not limited to the following:

1. Groups must complete building rental agreement at least 10 working days prior to date of function.
2. A minimum \$100 security deposit will be held at the time of application. Deposit will be forfeited in full if terms of the contract are not satisfied. Rental fees must be paid in full at least 7 days prior to rental date. Labor charges may also be applied for excessive clean-up services at a rate of \$25 per hour.
3. A minimum of 10-day notice must be given in case of cancellation for full deposit to be refunded (minus \$5.00 service charge). Cancellations must be made in writing before deposit will be refunded.
4. Building rental requests are considered to be one day only, unless otherwise agreed upon. Room rental agreements for successive dates will be for a maximum of 6 months, at which time the agreement must be renewed. The WPD reserves the right to terminate any rental agreement with a 30-day notice.
5. Room rentals are for use of the designated room only with access to tables and chairs. Rental groups are to provide all other materials and supplies.
6. All rentals have a two hour minimum charge and must be held Monday through Thursday 8am-8pm, Friday 8am-7pm, Saturday 8am-2pm, and Sunday 9am-6pm unless otherwise agreed upon.
7. No alcohol or smoking will be allowed in Park District facilities.
8. The Park District reserves the right to reject any request for reservation of its facilities.
9. Groups will be allowed access 30 minutes prior to the scheduled time of the agreement at no charge providing the space is available. Groups must cleanup and exit by agreed upon ending time or additional charges may apply.
10. Children must be supervised at all times by an adult (21 years of age or older) during rental hours. One adult is required for every 10 youth under 16 years of age.
11. Fees include set-up of tables and chairs providing a floor plan has been submitted prior to rental date.
12. The Warrenville Park District does not assume any liability for property lost or stolen on the park district premises, or for personal injuries sustained on the premises during the lessee(s)' use of the premises, and lessee(s) hereby agree to hold said park district harmless for all claims, suits, judgment or damages arising out of any such property loss or personal injury.
13. Facility Rental Applications of the Warrenville Park District Recreation Center will not be processed unless said contract is signed and delivered to the office of the Warrenville Park District Recreation Center. The application becomes a contract once signed by lessee and duly authorized WPD staff.
14. For certain type of rentals, public liability insurance in an amount of not less than \$1,000,000/Occurrence and Property Damage Insurance in an amount of not less than \$50,000 may be required, and a certificate of such insurance naming the Warrenville Park District as **ADDITIONAL INSURED** may be requested prior to approval.

Rental Categories

- Category A:** Non-profit groups of a social, civic, religious, cultural or service character with charter address of the group residing or working within the City of Warrenville.
- Category B:** Private individuals with their address residing or working within the City of Warrenville.
- Category C:** Non-profit groups, organizations, private parties residing or working outside the City of Warrenville.
- Category D:** Commercial enterprises outside of Warrenville of any nature including those sponsored by civic, social and cultural groups or organizations.

Rental Rates* (rates per hour effective October 20, 2020)

Recreation Center

Multi-Purpose Room (Max. 30)

Category A:	\$30
Category B:	\$40
Category C:	\$50
Category D:	\$60

Half Gymnasium (Max. 150)

Category A:	\$40
Category B:	\$50
Category C:	\$60
Category D:	\$70

Full Gymnasium (Max. 300)

Category A:	\$ 80
Category B:	\$100
Category C:	\$120
Category D:	\$140

Warrenville Community Building

Activity Room (Max. 80)

Category A:	\$50
Category B:	\$60
Category C:	\$70
Category D:	\$80

Gymnasium (Max. 150)

Category A:	\$60
Category B:	\$70
Category C:	\$80
Category D:	\$90

*Programs or activities of the Warrenville Park District or the City of Warrenville, which includes programs or events sponsored by either party, are not subject to rental fees.