



General Purpose Facility Rental Application

Renter Contact Information

Renter Name: _____ Date of Birth: _____
 Address: _____ City/Zip: _____
 Phone Number: _____ Email: _____
 Organization (if applicable): _____ Non-profit? Yes No

Facility Requested

General Purpose (Meeting, Party, Etc.)

- Meeting Room* (Cap: 24) (\$60/\$85 per hour)
- Arts & Crafts Room* (Cap: 60) (\$70/\$95 per hour)
- Child's Party Room** (Cap: 24) (\$60/\$85 per hour)
Child size tables & chairs (Ages 3-7)
- Indoor Playground (Ages 3-7) (\$60/\$85 per hour)

* Feature Sink & Microwave
 ** Feature Sink, Microwave, Refrigerator & Bathroom

Available Add-Ons

Soccer:
 Indoor Turf Field (\$165/\$210 per hour)

Basketball:
 Gym A or B (\$65/\$90 per hour)

Volleyball (Additional \$5 equipment fee):
 Gym A or B (\$65/\$90 per hour)

Racquetball Court
 Racquetball / Wallyball (\$15/\$20 per hour)

Rental Information

Date(s) Requested: _____ Start Time: _____ End Time: _____
 Number of Attendees: _____ Rental Purpose: _____

For league / tournament rentals liability insurance is required. Please see our rental guidelines for more information.

Will you charge admission or donation? Yes No

Additional notes:

See back side for rental guidelines & agreement!



Please read the above information carefully. Violation of these Rental Terms & Conditions will result in cancellation of future rentals with a loss of all or part of the non-refundable deposit.

Booking/Payment

- Any individual/group requesting use of a parks or recreation facility must apply by filling out an application and pay all applicable fees.
- Rental is only confirmed upon the approval of the rental and receipt of complete payment.
- A non-refundable deposit of \$25 per facility, per date, is due at the time of reservation request. Remaining balance is due seven (7) days before rental date.
- All rental times start and end according to the time indicated on the rental application. **Any set-up and clean-up time by renter must be included within the start and end times on the rental application.**
- Rentals going past their requested time will be charged the facility rate for amount of time exceeded.

General

- Designated Village functions may take preference over any other use of a facility.
- Person applying for a rental must be at least 21 years of age.
- All fees apply to normal operating hours. Rentals must end 30 minutes before closing.
- Sufficient adult supervision shall be provided by the individual or organization organizing the event. Groups with youths under the age of 18 must have one adult over 21 for every 10 youths. Any group which does not have adequate supervision or fails to maintain discipline will be asked to leave without the option for a refund.
- Any equipment / decorations brought by the renter must be removed at the end of the rental.
- Facilities must be left in the original condition they were found in and trash must be placed in the appropriate receptacles. Failure to do this will result in a \$50 clean up fee charged to the renter / organization.
- Any damages made to the facility as the result of use during a rental will be the responsibility of the renter/organizer.
- Alcoholic beverages ARE NOT permitted in parks and recreation facilities.
- Facility requests that include the use of equipment not normally available at the site will be charged additional fees.
- All applications must be approved by the department Director or designee.
- All conduct will be in conformance with Village Code, 8-1-2 and 8-1-3.
- All equipment brought into and used in the facility must be approved by the Village.
- The renter or contact person must be present during the rental.

Cancellations

- Cancellations made more than 7 days in advance from the rental date will be refunded minus the non-refundable deposit.
- Cancellations made within 7 or less days from the rental date will result in the loss of all paid rental and deposit fees.

Liability / Insurance

- Individuals and organizations agree to hold the Village of Glendale Heights and its designees harmless from any action or suite by persons occasioned by the use of parks and recreation facilities by said individual or organization.
- The use of inflatables, caterers, or other contracted services requires a certificate of insurance on file. See below.
- Liability Insurance Details (League / Tournaments / Special Events Only) **Due at the time of confirmation.**

Every applicant shall file a policy of insurance in which the Village, its officials, agents and employees are named insured against any and all claims arising through the use of Village parks or facilities. In lieu of filing the policy of insurance a certificate evidencing the issuance of such insurance executed by a duly authorized agent, servant, or employee of the carrier is authorized to conduct such business in the State. Renter's insurance is REQUIRED to include: Comprehensive bodily injury and property damage with limits of one million dollars (\$1,000,000.00) combined single limit, with one million dollars (\$1,000,000.00) umbrella coverage with a carrier holding minimum A.M. Best Rating of A-VII. The village shall be named additionally insured on each of the insurance policies.

I acknowledge and agree to abide by all guidelines and rules listed and applicable to this facility request.

Renter Name (Print)

Renter Signature

Date