

Facility Rental Agreement



User Information

Name: _____ Organization: _____
Phone (home/cell): _____ Alternate Phone: _____
Address: _____ City: _____
State: _____ Zip: _____ Email: _____
Date of Birth: _____

Location of Rental

Heritage Center

_____ Board Room _____ Multi-Purpose Room
_____ Cedar Room _____ Mario Parente Theater

Fitness Center

_____ Full Court Gym _____ Half Court Gym
_____ Group Studio _____ Racquetball Court

Heritage Park

_____ Gazebo _____ Sand Volleyball Court _____ Basketball Court _____ Tennis Court

Dorothy Drennon

_____ North Gazebo _____ South Gazebo

Terrace View Park

_____ Gazebo _____ Ball Field

Rental Information

Date of Rental: _____ Day: Su M T W Th F Sa
Start Time (including set-up): _____ am pm End Time (including take down): _____ am pm
For long-term rentals, please list additional dates/times: _____

Number of People Expected: _____ Purpose of Rental: _____

A third party vendor will be providing a service for my rental*: (Circle one) Yes No

*Third Party Vendor = Tent Rental, Table/Chair Rental, Moonjump, Caterer, Performer, Any Other Rental Service

Facility Rental Agreement



Rental Policies

Payment

- A 50% non-refundable deposit is due at the time of booking to hold the reservation. All rentals are processed on a first come first served basis.
- Cancellations will result in forfeit of the 50% deposit. No refunds within 48 hours of rental.
- Final balance is due two (2) weeks prior to the rental. If balance is not paid two (2) weeks prior to the rental, the Park District will release the reservation. It is the renter's responsibility to make timely payment.
- This agreement for the use of the Oakbrook Terrace Park District facility (ies) will not be entered into by the Oakbrook Terrace Park District unless said Agreement is signed by an authorized representative or agent of User and delivered to the office of the Oakbrook Terrace Park District with appropriate security deposit.
- No refunds will be given for inclement weather.
- A credit card must be placed on file with the Park District for damages, debris or late departures.

Reservation

- Users may arrive no more than 15 minutes prior to the rental in order to setup. Any additional setup or takedown needs to be factored into the rental.
- User shall vacate the facility (ies) at the time (s) and date (s) in this agreement or be charged a pro-rata amount for every 15 minutes of overtime use.
- Users are only reserved the specific area they are renting from the Park District. Any additional amenities may be reserved at an additional fee. For outdoor gazebo rentals, please note that our parks are public property and all other facilities such as tennis courts, basketball courts, playgrounds, etc. must remain open to the public.
- Once the rental is paid in full, the Park District will issue a permit for facility use.
- Transfers are at the discretion of the Park District and are subject to availability.
- The Oakbrook Terrace Park District reserves the right to close any parks/facilities in inclement weather (extreme cold, snow, etc.). We also reserve the right to close our facilities if we deem them inhabitable (loss of heat, power, water, etc.). In these cases, the Park District will work with the renter to reschedule within six (6) months of the original rental date.
- There are portable restrooms (port-o-lets) available for groups renting outdoor space. There will not be indoor restrooms available. Portable restrooms are cleaned and stocked weekly.

Damage

- Decorations: User may not hang decorations from ceilings, use glitter/confetti, or tape/pin items to walls. Open flame candles may not be used for decoration, birthday candles are acceptable.
- No motor vehicles are allowed on Park District property without prior authorization. Absolutely no vehicles may be on Park District paths or green space. Driving and parking is only allowed on designated paved roads and parking spots.
- User shall be responsible for and will pay for any damage to Oakbrook Terrace Park District property arising out of the use of the said facility (ies)/parks pursuant to this Agreement.
- If there is damage to the facility or debris left, the Park District will charge the rental group the amount of hours it takes staff to cleanup at the rate of \$50/hour or the rate that is charged by the vendor that is hired to perform the services. This includes common areas of the facility. The vendor used is the sole discretion of the Park District. Damage to Park District equipment will be inspected and a fee will be assessed based off of damage and equipment value.

I (User) have read the above rental policies and acknowledge that I understand _____*

* Initials required.

Facility Rental Agreement



Rental Policies Continued...

Vendors

- Any rental using an outside third party vendor (caterer, table/chair rental co., moonjump, etc.) must provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance and naming the Oakbrook Terrace Park District as an additional insured. All certificates of Insurance are subject to approval by the Oakbrook Terrace Park District.

Liability

- Oakbrook Terrace Park District does not assume any liability for property damaged, lost or stolen on the Oakbrook Terrace Park District premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the Oakbrook Terrace Park District from any and all losses, claims, suits or judgments or damages that User might sustain as a result of any and all activities connected with or associated with this Agreement.
- Oakbrook Terrace Park District equipment or property shall not be removed from the premises without written permission of the Oakbrook Terrace Park District.
- No beer, liquor or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the Oakbrook Terrace Park District under this Agreement.
- User shall be responsible for inspecting the facility subject to this Agreement prior to each use and shall be responsible for bringing to the Oakbrook Terrace Park District's attention any potential dangers, safety hazards or problems. User is solely responsible for determining whether said facility (ies) is safe, appropriate, and/or compatible for User's intended use.
- User is solely responsible for providing any and all supervision at all times during User's use of any facility, including but not limited to the rented facility, and all common areas. Further, User shall be responsible for ensuring that User's guests and invitees comply with all applicable rules and regulations pertaining to use of Oakbrook Terrace Park District facilities.
- User shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement.
- User shall comply with any and all applicable rules, regulations, ordinances and permit procedures.
- This rental agreement may be revoked at any time at the discretion of the Oakbrook Terrace Park District due to misrepresentation of User, the misconduct of individuals in the group or for misuse of property. Future rentals may not be issued to User.
- This agreement is entered into solely for the benefit of the contracting parties, and nothing in this agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this agreement, or to acknowledge, establish or impose any legal duty to any third party.
- This agreement may not be assigned by User without the Oakbrook Terrace Park Districts prior written consent.
- This agreement represents the entire understanding between the parties. This agreement may be modified or altered only by further agreement in writing between the parties.
- Interpretation of this agreement shall be governed by the laws of the State of Illinois.

I (User) have read the above rental policies and acknowledge that I understand _____*

* Initials required.

Facility Rental Agreement



Rate Information

Rental Location	Resident Rate	Non Resident Rate	Corporate Rate	Non-Profit Rate
Heritage Center				
Cedar, Multi-Purpose or Board Room (per hour)	\$40	\$65	\$75	\$40
Mario Parente Theater (5 hour min.)	\$250	\$250	\$250	\$250
Theater Additional Hour	\$50	\$50	\$50	\$50
Heritage Park				
Gazebo (3 hour min.)	\$150	\$240	\$275	\$150
Gazebo Additional Hour	\$40	\$65	\$75	\$40
Basketball Courts, Tennis Courts or Sand Volleyball Courts (per hour)	\$50	\$80	\$92	\$50
Terrace View Park				
Gazebo (3 hour min.)	\$150	\$240	\$275	\$150
Gazebo Additional Hour	\$40	\$65	\$75	\$40
Ball Field (per hour)	\$50	\$80	\$92	\$50
Dorothy Drennon Park				
Gazebo (3 hour min.)	\$150	\$240	\$275	\$150
Gazebo Additional Hour	\$40	\$65	\$75	\$40
Fitness Center				
Full Court Gym	\$60	\$96	\$110	\$60
Half Court Gym	\$30	\$48	\$55	\$30
Group Studio	\$35	\$55	\$62	\$35
Racquetball Court (1 hour min.)	\$35	\$55	\$62	\$35

Facility Selection_____	Total Fees_____
Additional Amenities_____	Total Fees_____
Total Amount Due_____	50% Deposit_____
Final Amount Due_____	Final Payment Due Date_____

Facility Rental Agreement



Payment Information

Payment Method

_____Cash _____Check #_____*

_____Credit Card Number_____ Expiration Date_____**

*Make checks payable to Oakbrook Terrace Park District

Acknowledgement of Payment

Total Amount Due \$_____ Check box to pay reservation in full.

I (User) acknowledge that I am responsible for the total fees due and any charges that may occur due to the damage of the facility.

_____ Date_____

Signature Authorizing Payment

Authorization

I (User) have read and fully understand the requirements for renting a facility/park with the Oakbrook Terrace Park District. I agree that all of the information I have provided is correct to the best of my knowledge.

I understand that if any of the information is incorrect, the Park District reserves the right to void the rental. I hold the Oakbrook Terrace Park District harmless for all injury and liability claims that may occur while on the property.

Signature (a duly authorized representative)

Date

Printed Name

Oakbrook Terrace Park District Authorized Signature

Date

Title

Facility Rental Agreement

Indoor Room Set-up Request

Multi-Purpose Room (accommodates 35)

_____Number of tables (Max. 5)

_____Number of chairs (Max. 35)

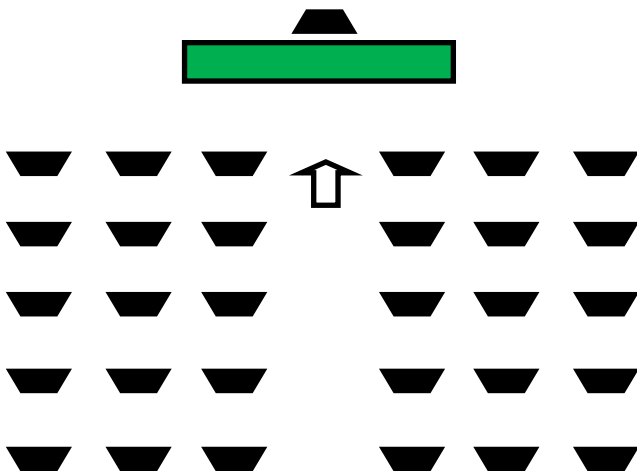
Cedar Room (accommodates 45)

_____Number of tables (Max. 6)

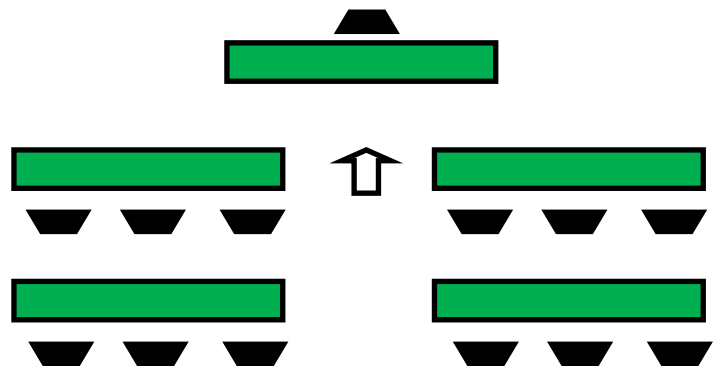
_____Number of chairs (Max. 45)

Please circle the room setup that best meets your rental needs.

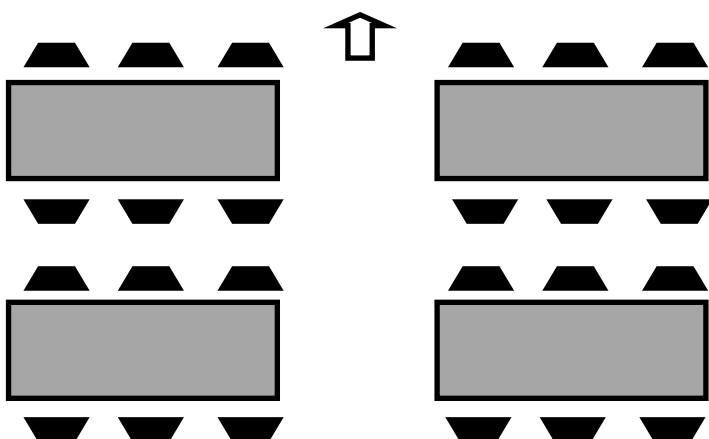
Lecture Style



Classroom Style



Banquet Style



Meeting Style

