



Roselle Park District Indoor Facility Rental Application

Contact Information

Organization/Company (if applicable) _____

First Name _____ Last Name _____

Address _____

City, State _____ Zip Code _____

Email _____

Primary Phone _____ Secondary Phone _____

Indoor Facility Rental Information

Date(s) Requested _____

Arrival Time (including set-up) _____ Departure Time (including take-down) _____

Purpose of Rental _____

Expected Number in Attendance _____

Food & Beverage (select one) Yes or No

Alcohol * (select one) Yes or No

Entertainment** (select one) Yes or No [Examples: DJ, band, bounce house]

* The Roselle Park District has an Alcohol Policy and proof of insurance must be provided one week prior to the rental. There is an additional fee of \$15 per hour for the cost of rental when including alcohol.

** The Roselle Park District must be provided with a Certificate of Insurance from any contracted vendor one week prior to the rental. This includes but is not limited to DJs, bands and bounce houses.

Claus Recreation Center - 555 West Bryn Mawr Avenue

Room	Maximum Capacity	Dimensions	Resident Fee	Non-Resident Fee	SELECTION
Full Gym	250	100 x 70	\$70 per hour	\$80 per hour	
Half Gym	125	50 x 70	\$40 per hour	\$50 per hour	
Maple Room	100	34 x 52	\$60 per hour	\$70 per hour	
Sycamore Room	40	34 x 26	\$50 per hour	\$60 per hour	
Mulberry Room	20	34 x 14	\$30 per hour	\$40 per hour	

10 North - 10 North Roselle Road

Room	Maximum Capacity	Dimensions	Resident Fee (Weekday Weekend)	Non-Resident Fee (Weekday Weekend)	SELECTION
Suite 1	60	36 x 28	\$40 \$75 per hour	\$50 \$85 per hour	
Suite 2	80	38 x 30	\$40 \$75 per hour	\$50 \$85 per hour	

The Scout Lodge - 304 East Pine

Room	Maximum Capacity	Dimensions	Resident Fee	Non-Resident Fee	SELECTION
The Scout Lodge	70	40 x 29	\$60 per hour	\$70 per hour	

Additional Services and Set-Up

There is a \$30 fee for use and set-up of tables, chairs, audio visual, podium, and/or athletic equipment.



Chairs	Quantity	Tables	Quantity
Folding		Long (8'x3', seats 10 per table)	
		Round (6' diameter, seats 8 per table)	

Select 'Yes' or 'No' for each of the following items:

Audio Visual	Yes or No	Podium	Yes or No	Athletic Equipment	Yes or No
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Rental Set-Up

Provide a diagram of desired set-up (if applicable):

Key	
Long Table	
Round Table	
Chair	X

Damage Deposit and Rental Payment Information

Room Selection: _____

Cost of Room (*per hour*) _____ x Total Hours Rental _____ =

Additional Services/Set-Up (*Tables, Chairs, AV, Podium, Equipment*) = \$30

Alcohol: \$15 (*per hour*) x Total Hours of Rental _____ =

Refundable Damage Deposit = \$100

Total Amount Due at Time of Booking

FOR OFFICE USE ONLY

Approved By _____ Amount Paid _____

Date _____ Payment Date _____

Cost of Rental _____ Receipt Number _____

Post Rental: Deposit Refunded Yes or No Refund Date _____



Roselle Park District Indoor Facility Rental Rules and Regulations

1. The person who signs the Indoor Facility Rental Application is the responsible party for the rental. This person shall be known as the "rental client." The rental client applying for facility use must be 21 years or older.
2. Indoor Facility Rental Applications must be completely filled out in order to be considered. Full payment of the damage deposit and all rental fees must be received before any rental can be processed.
3. Indoor Facility Rental Applications are processed on a first come, first serve basis. Availability of all facilities is limited for rentals, and Park District programs shall have priority over all other requests.
4. Indoor Facility Rental Applications will not be approved far enough in advance to cause overlap in the Recreation Department's facility schedule for its programs. Requests can only be approved within any given program period each year: January-May, June-August or September-December. Facility scheduling is based on this seasonal calendar of Park District programs and events.
5. Special permission by the Roselle Park District is required when alcohol is marked 'yes' on the Facility Rental Application. These specific applications should be submitted at least six weeks prior to the requested rental date. The rental client must provide a certificate of insurance one week prior to the rental and a per hour additional fee will be added to the total cost of the rental.
6. The terms of the rental shall be clearly defined on the Indoor Facility Rental Application and shall be approved by the Superintendent of Recreation and/or Recreation Supervisor.
7. An Indoor Facility Rental Application is approved only when the rental client receives a processed payment receipt. At no time will confirmation of a rental be made over the phone, in person or any other way other than receiving a printed payment receipt in person or via email.
8. Proof of general liability insurance in the amount of one million dollars listing the Roselle Park District as additionally insured is required by the Roselle Park District. If the Roselle Park District waives the need for liability insurance, the rental client must receive this exception in writing.
9. The Park District reserves the right to cancel or relocate any rental to accommodate unforeseen circumstances.
10. Any literature to be publicly distributed (example: flyers, advertisements, etc.) that promotes the rental must be approved by the Superintendent of Recreation and/or Recreation Supervisor. Failure to obtain this approval may result in the immediate cancellation of the rental.
11. The Roselle Park District complies with the Americans With Disabilities Act (ADA), which prohibits discrimination on the basis of disability. Roselle Park District will make reasonable accommodations in facilities to enable participation by an individual with a disability. Violation of these terms and conditions by the rental client may result in immediate cancellation of the rental.
12. All functions conducted in Park District facilities must be in accordance with Park District standards and therefore, not in violation of any Park District regulation or ordinance. It is the responsibility of the rental client to know and understand these ordinances. Any violations may result in the damage deposit not being refunded to the rental client, additional fees being charged to the rental client and possible exclusion from future usage.
13. Decorations shall be safe and non-offensive. Confetti and glitter are prohibited. Decorations must leave the building and all its surfaces free from any damage. Failure to do so may result in the damage deposit not being refunded to the rental client and additional fees being charged to the rental client for excessive cleaning and repairs.
14. The rental client will be responsible for all persons admitted to any portion of the building or ground associated with their rental and shall assume responsibility and liability for all persons in attendance. It is the rental client's responsibility to monitor attendance and enforce the rules and regulations.
15. The rental client/organization/company is not allowed to use Park District facilities for financial gain. Failure to follow the above could result in the damage deposit not being refunded to the rental client, additional fees being charged to the rental client and possible exclusion from future usage.
16. All youth, under the age of 18, must be supervised at all times and not allowed to roam or run around the facility unattended.
17. All activities shall be under control and shall be operated and supervised to the satisfaction of the Park District. If the activity is unsatisfactorily operated or supervised, it may result in immediate cancellation and restriction from future rentals for the rental client. The Roselle Park District reserves the right to have staff present during the rental.
18. Smoking of any kind is not permitted in Park District facilities.
19. Usage of the fireplace at The Lodge is prohibited.
20. All trash/garbage must be placed in the appropriate receptacles.
21. The rental client is responsible for leaving the facility in a suitably clean and orderly condition, free from any damage. Failure to do so may result in the damage deposit not being refunded to the rental client and additional fees being charged to the rental client for excessive cleaning and repairs.
22. The rental client and all guests are responsible for vacating the facility at the designated 'departure time' on the approved Indoor Facility Rental Application form. The rental client will be charged for the time used beyond the specified rental at the hourly rate.
23. The Roselle Park District assumes no responsibility for lost or damaged property.
24. Additional fees may be charged should problems occur as a result of rental client negligence. Circumstances when additional charges may be applied include, but are not limited to, the cost of repairs due to damage to the facility and/or equipment, excessive cleaning, unauthorized use of the facility or areas of the facility and policy violation during the rental.
25. In case of a cancellation for a paid rental, the park district reserves the right to retain part or all of the damage deposit and/or total fees paid. See facility rental refund policies for more information on this process. Failure to be present at a rental will result in the loss of the total



Roselle Park District Indoor Facility Rental Waiver and Release

"As user of the above Park District Facility or Park, I recognize and acknowledge that there are certain risks of physical injury and I and those in my charge agree to assume the full risks 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 or Park."

"I agree to waive and relinquish all claims I and those in my charge may have as a result of use of Park District Facilities or Parks 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 from 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 Park District Facilities or Parks.

"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 or Parks."

I have read and fully understand the above use of Park District Facilities or Park Details and Waiver and Release of All Claims. I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. I have also received, read and understand the Roselle Park District Facility Rental Rules and Regulations. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Rental Client's Name (print clearly): _____ Date: _____

Rental Client's Signature: _____