



Community Recreation Center

Rental Information

The basic room rental includes use of the room(s) agreed upon with your choice of room setup. Setup options can be found on page 4 and include tables and chairs only. You may request use of a TV/DVD or LCD & projector screen for an additional fee if need either of these items for your rental. The Park District does not rent or provide computers, projectors or sound systems. Your rental will also include 30 minutes of setup time and 20 minutes of cleanup time.

Rental Fee for Large Meeting Room, Multi-purpose Room, Small Meeting Rooms and Damage Deposit (required)

To reserve any room at the Community Recreation Center 50% of the rental fee is due at the time of the rental request. In addition, a damage deposit of \$100 is required and will only be returned if no damages or losses are incurred during the rental period. The renter is responsible for all damages that may exceed the damage deposit.

Please complete the rental request and sign the rental agreement. Return the forms to the Wheeling Park District located at 333 W. Dundee Rd, Wheeling or fax the form to 847.537.3481 Due to internet security precautions, this payment form is only accepted via fax, mail or in-person. Credit card information is not accepted via email. Please keep a copy for your records.

Room Rental Procedures

- Complete Facility Rental Request and Rental Agreement
- Provide 50% of the rental costs
- Provide \$100 damage deposit
- The balance of the rental fees are due one week prior to the rental (no booking changes can be made after this time)
- If any part of the balance is not paid 7 days prior to the rental it will result in the cancellation of the rental. The initial payment will be forfeited. The damage deposit will be refunded.

Community Center Rentals are available at the following times:

- Monday - Thursday: 5:00am-10:00 pm
- Friday: 5:00 am-9:00 pm
- Saturday: 6:00 am-7:00 pm
- Sunday: 7:00 am-5:00 pm

After Hour rentals are available for an additional fee, please inquire for more information. Please note, After Hour rental requests must be received at least 2 weeks prior to the rental date to be considered.

Please note: A completed rental request and rental agreement does not automatically constitute approval for usage once submitted. Please allow 5 to 7 business days for review. Upon approval of your rental request, we will email you a receipt of payment and a copy of the rental agreement. Please also allow 5 to 7 business days for processing.

Community Recreation Center Room Rental Fees

Community Center Hourly Room Rates

	<u>Small Meeting Room</u>	<u>Large Meeting Room</u>	<u>Multi-Purpose Room</u>
Resident	\$50	\$75	\$90
Nonresident	\$70	\$105	\$125

Maintenance Fee: \$50 if party has more than 50 people

Community Center Hourly After Hours Room Rates

	<u>Small Meeting Room</u>	<u>Large Meeting Room</u>	<u>Multi-Purpose Room</u>
Resident	\$75	\$110	\$135
Nonresident	\$105	\$155	\$158

Small Rooms:

Room 203
Room 206
Room 207
Room 208

Large Rooms:

Room 204
Room 205
Room 201/202
Room 207/208

Multipurpose Room:

Room 204/205

Occupancy

Small Meeting Room	35-60 people (approx. 23' x 30')
Large Meeting Room	40-80 people (approx. 32' x 30')
Multi-Purpose Room	100-200 people (approx. 32' x 60')

For Corporate rates please inquire with our Facility Services Clerk, Sharon Schomer.

Please note: Actual occupancy may be different depending on the room set up that is required for your event.

Community Recreation Center Rental Request

Name (Individual/Contact Person) _____ Date Submitted _____

Organization (if applicable) _____ Estimated Number of People Attending _____

Purpose of Rental _____

Address (Street/Town/Zip) _____

Home Phone _____ Cell Phone _____

Email Address (required) _____

Room(s) Requested Small Meeting Room Large Meeting Room Multi-Purpose Room

Dates Requested Please list each date separately.

- | | | |
|----------|----------|-----------|
| 1. _____ | 5. _____ | 9. _____ |
| 2. _____ | 6. _____ | 10. _____ |
| 3. _____ | 7. _____ | 11. _____ |
| 4. _____ | 8. _____ | 12. _____ |

For additional dates, please attach a separate sheet.

Time Start time _____ am/pm (You will be allowed access 30 minutes before this time)

End time _____ am/pm (You will be allowed 20 minutes to clean)

Total meeting time _____

Community Recreation Center Room Set Up

Lecture Style

of (8') Tables _____

of Chairs _____

Chairs will be set up in the room (movie theatre style).

Presenters will have a head table. There are no tables for the audience.

Banquet Style

of (8') Tables _____

of (5' Round) Tables _____

of Adult Chairs _____

Each table will have 8 chairs.

Choice of 8' long tables or 6' round tables available.

We have six 5' round tables and two 6' round tables.

Classroom Style

of Adult (8') Tables _____

of Adult Chairs _____

One table at the head of the room.

Tables for participants with chairs facing the front of the room.

Committee Style

of Adult (8') Tables _____

of Adult Chairs _____

Tables positioned in a square with chairs facing the center.

Conference Style

of Adult (8') Tables _____

of Adult Chairs _____

Tables placed end-to-end with chairs facing the front of the room. Round tables are available upon request.

Cleared Room

No tables or chairs.

Specialty

Please attach a drawing of your preferred room setup.

Specialty Equipment Needed

TV/DVD

LCD & Projection Screen

(Additional fees apply when requesting specialty equipment)

Room Rental Agreement

For the convenience and comfort of all our patrons, we ask that all renters observe the following rules and regulations when using our facility. As per Park District ordinances, the following regulations have been established and must be followed. No permits shall be issued to persons under the age of 21 years old. Any violation or failure to adhere to these and all other rules and regulations will result in the loss of your damage deposit. The group or individual whose signature appears on the Rental Agreement is responsible for the conduct of the members of the group and assumes all liability.

Certificate of Insurance

Some events may require a Certificate of Insurance when a group or organization uses the Wheeling Park District facilities for their event. These include, but are not limited to, large parties or meetings, group dinners, business or organizational meetings, and some recreational activities. Requirements vary for each rental and details will be forwarded as required. The Wheeling Park District is required to obtain a copy of your Certificate of Insurance (COI) by our Risk Group carrier, Park District Risk Management Agency (PDRMA) for all outside organizations. The minimum required coverage is \$1,000,000 per occurrence for general liability. The Wheeling Park District must also be named as "Additionally Insured", and accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent.

Change in Contract Fee/Cancellations

Rescheduling dates are subject to availability. A full refund minus a \$10 administrative fee will be given if cancelled at least 15 days prior to the rental date. A 50% room refund and 100% of the damage deposit will be given if cancelled 1-14 days prior to the rental. No room refund will be given if cancelled on or after the rental date, however 100% of the damage deposit will be refunded.

Damage Deposit

The damage deposit of \$100 will be returned approximately 2 weeks after the rental if the room has been left in the same condition as you found it. There are NO cash refunds. Only check or credit card refunds are issued. Renters are responsible for all damages and repairs which will be deducted from the damage deposit. If the damage/repair costs exceed the deposit, the renter remains responsible for those costs. All rental groups are responsible for the general clean-up of the room and should plan to do the following prior to the end of the agreed upon rental time. General clean-up refers to:

- Placing all loose trash from tables and floor in trash containers. If larger containers are required, the building supervisor will provide them
- Wiping any spills right away, especially on carpeted areas
- Removing all decorations

Emergencies

In case of emergencies, first aid kits are in all rooms. An AED (Automated External Defibrillator) is located in the fitness center. Lock down and severe weather directions are posted in each room.

Environmental Concerns

We ask that each individual, organization or club make every effort to use recyclable materials when decorating or furnishing their event. We will recycle all non-food items. We strongly discourage the use of styrofoam and other such materials.

Kitchen Facilities

Kitchen Facilities are open to all guests renting a room, unless otherwise noted when booking. Renters will have access to a refrigerator, sink, microwave & oven. The kitchen is a shared facility and may be used by other park district activities and rentals.

Room Set-ups

Your room will be set up with the number of chairs and tables as per your request. Rooms will be set up according to the diagram and information on the rental form. You may need to rearrange room set up to your personal liking. Facility maintenance staff will be on duty during your rental. The room opens 30 minutes prior to the stated start time, you will not be allowed entrance before that time. *If you cannot decorate/set up within the allotted 30 minutes please plan accordingly with your stated start time.*

Prohibited Activities

Smoking is prohibited at the Community Recreation Center and within 100 feet of any point on athletic fields or courts. Alcohol, loud music, and gambling are not permitted at any Wheeling Park District rental.

Supervision and Noise

Parents are responsible for children at all times during your rental. Children are not allowed to remain unsupervised in other areas of the building. Please inform your guests that inappropriate behavior will not be tolerated. Entertainment and meetings must not disturb other activities in the building. Groups that are excessively noisy may be prohibited from future use of the facility. Craft projects must be approved in advance. Park District facilities may not be used for profit making ventures, such as private seminars where a fee is charged, without the express written consent of the Park District.

Time

You should schedule extra time, depending on your personal needs, for set-up and clean-up. **Park District staff will strictly enforce beginning and ending times of contracts. You will be charged for any time that exceeds the ending time of your contract.**

Wavier for Facility Rentals

I/We, the undersigned, hereby certify that I am/we are the sponsor(s) or appointed representatives of the organization requesting use of the facility. I/we will be responsible for the conduct and personal injury of all persons in attendance at the facility stated above. I/We hereby assume liability for any injuries, damages, or loss to the facility, equipment, and/or Wheeling Park District personnel or representatives during this time and place. It is fully understood and agreed to by all parties that the sponsoring organization guarantees to indemnify and hold harmless the Wheeling Park District, its public officials, employees, volunteers and agents against any and all suits of any manner which might arise as a result of the covered activities and that the sponsoring organization agrees to defend said Park District, its public officials, employees, volunteers and agents and indemnify same against any and all expenses incurred in the defense of any suit of any type arising out of the covered activity or any damages, judgments or decree which might be awarded against said District in the event that the suit should be brought as the result of the covered activity(ies), including transportation services as identified above. I have read the general rules and regulations and I understand that failure to comply with any or all rules will result in revocation of use request and damage deposit, and may also result in refusal of future use. Photo Disclaimer: Registrants and participants of program(s) and special events permits the Park District to take photos and videos of themselves and their child/ward for publication in the program brochure, website and additional uses as the Park District deems necessary unless the registrant or participant expressly files with the Park District a written objection as to photos or videos of themselves and/or their child/ward.

I have read and agree to all the above conditions for a Wheeling Park District room rental.

Signature of Rental Contact _____ Date _____

Signature of Facility Services Clerk _____ Date _____

50% of rental fee due with contract plus the damage deposit and balance due 7 days prior to the rental. Due to internet security precautions, this payment form is only accepted via fax, mail or in-person. Credit card information is not accepted via email.

Cash \$ _____ Check # _____ Visa/MC/Disc/Amex # _____ Exp Date _____

Rental Amount \$ _____ + Damage Deposit \$ _____ = Rental Total \$ _____

Deposit/50% Rental Fee Payment \$ _____ Date _____

Balance Rental Fee Payment \$ _____ Date _____

Signature _____ Date _____

For Office Use Only

Rental # _____ / _____ Room Assigned _____ Approved by _____ Date _____