

Community Park District of La Grange Park  
1501 Barnsdale Road, La Grange Park, IL 60526  
Phone: 708-354-4580 Fax: 708-354-4577

RECREATION CENTER  
Multi-Purpose Room Reservation Form

Rental Date: \_\_\_\_\_ Number in Group: \_\_\_\_\_

Intended Use of Facility: \_\_\_\_\_

Renter's name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Renter's contact phone number: \_\_\_\_\_

Renter's email address: \_\_\_\_\_

Hours Requested: From \_\_\_\_\_ to \_\_\_\_\_

Rental time should include decorating, set-up, and personal clean-up. Facility must be returned to its original condition. All personal items must be removed by end time. RENTAL TIMES ARE STRICTLY ENFORCED. You may enter the building when your rental time begins and must exit when your rental time ends. Rental fee includes use of kitchen, tables and chairs, custodian on duty for set-up and take-down of tables and chairs, and heavy cleaning as needed. Rental fees are non-refundable and are due at time of rental. **A \$100.00 damage/security deposit is required at the time of reservation, refundable if facility is returned in same condition as found. Refund will be issued within one week of rental date.** If applicable, liquor liability insurance must be paid in full at time of reservation.

**Room Rental Fee:**

80 people or fewer

81 to 120 people

121 to 180 people

\$70/Hour Resident

\$95/Hour Resident

\$100/Hour Resident

\$85/Hour Non-Resident

\$110/Hour Non-Resident

\$125/Hour Non-Resident

**Rental Hours** \_\_\_\_\_ **X \$ per hour** \_\_\_\_\_ = **Total rental hour fee \$** \_\_\_\_\_

**1/2 of rental hour fees are due at time of reservation: \$** \_\_\_\_\_

**Optional Services: Coffee Maker (\$15.00)**

**Podium (\$20.00)**

**Liquor Liability Insurance (\$210.00) Total optional service fee (due in full): \$** \_\_\_\_\_

**Damage/Security Deposit Fee (due in full): \$ 100.00**

**Total due today: \$** \_\_\_\_\_ **Paid today: \$** \_\_\_\_\_

**Balance due on** \_\_\_\_\_ **in the amount of \$** \_\_\_\_\_

**Paid in Full on:** \_\_\_\_\_ **Refund Given on:** \_\_\_\_\_

**RULES AND REGULATIONS:** Renter must initial each item after reading. Any variations must be initialed by the Park District and the renter. RENTER IS THE RESPONSIBLE PARTY. ALL CORRESPONDENCES AND RECEIPTS WILL BE IN RENTER'S NAME

1. **Setting up and cleaning up of your personal party supplies must be included in your time. Rental times are strictly enforced. However, any overtime charges will be assessed at \$75.00 for every half hour.** \_\_\_\_\_
2. **Your rental fee includes the use of the kitchen and appliances. All kitchen surfaces and appliances, including countertops and sink must be cleaned.** \_\_\_\_\_
3. **The Park District reserves the right to re-assign rooms in order to provide the most efficient seating and revenue opportunity for the facility. You rent the room, not the building therefore your party must be contained in the room assigned.** \_\_\_\_\_
4. **The Park District reserves the right to enforce its policies concerning dress and decorum at the function. Noise restrictions will be enforced.** \_\_\_\_\_
5. **You are responsible for the conduct of your party guests.** \_\_\_\_\_
6. **The selling of alcohol is prohibited. The consumption of alcohol by anyone under the age of 21 years old is prohibited. The Park District reserves the right to request any person under the influence of alcohol or any other controlled substance to leave the premises. Beer and Wine only may be served with proof of Liquor Liability Insurance. Kegs and hard liquor are prohibited.** \_\_\_\_\_
7. **The Park District and its facilities and grounds are smoke free.** \_\_\_\_\_
8. **The Park District requires all tables to have table coverings. NO decorations may be taped to any walls or any surfaces.** \_\_\_\_\_
9. **NO outside or inside inflatables are allowed.** \_\_\_\_\_ **Helium balloons are allowed.** \_\_\_\_\_
10. **If you are having any outside vendor including, but not limited to, food trucks, caterers, DJ's, a Certificate of Insurance must be provided 14 days prior to your individual rental.** \_\_\_\_\_. **Outside vendors will not be allowed if all proper forms have not been received by such time.**
11. **RESERVATION FORM DISCLAIMER:** The Park District will not be held liable for any claims made by organizations or individuals using the facility, nor will it be held liable for any personal injuries that may occur to individuals on the premises. The Park District is not liable for damage to or loss of any personal items displayed or left anywhere on the premises. As part of its risk management policy, the Community Park District of La Grange Park will require the renting Party to sign the RESERVATION FORM and the HOLD HARMLESS FORM (below).

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Signature of Renter

Date

Rental Date

**HOLD HARMLESS FORM:**

**Waiver and Release of all Claims:** Please read this carefully and be aware that by renting the facility and/or park or by inviting guests you will be waiving your rights and the rights of your guests to all claims for injuries you or your guest might sustain arising and you will be required to indemnify, hold harmless and defend the Community Park District for any claims arising out of the use of the facility and/or park on the date(s) listed.

**Risk of Injury:** As a renter of the facility and/or park, I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk of injuries, including death, damages, or loss which I or my guests may sustain as a result of participating in any and all activities associated with the rental of the facility and/or park.

**Waiver of Injury Claims:** I agree to waive and relinquish any and all claims I or my guest may have arising out of or connected with, or in any way associated with the rental of the facility and/or park.

**Release from Liability:** I do hereby fully release and discharge the Community Park District and its employees from any and all claims from injuries, including death, damage, or loss which I or my guests may have or which may occur on account of rental of the facility and/or park.

**Indemnify and Defense:** I further agree to indemnify, hold harmless and defend the Community Park District and its employees from any and all claims from injuries, including death, damages and losses sustained by me, or my guests in the event of any emergency. I authorize the public entity to secure from any licensed hospital, physician and /or medical personnel any treatment reasonable and necessary from me or my guests and assume liability for immediate care and agree that I will be responsible for payment and any and all medical services rendered.

I have read and full understand and comprehend and agree to the above stated conditions of participation.

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Signature of Renter

Date