

# Community Park District of La Grange Park Rentals



## FACILITY INFORMATION

RECREATION CENTER • 1501 BARNSDALE ROAD • [INFO@COMMUNITYPARKDISTRICT.ORG](mailto:INFO@COMMUNITYPARKDISTRICT.ORG)

### HOURS FOR RENTAL REGISTRATION:

Monday – Friday 9:00 a.m. - 4:30 p.m.

### Rental space available depending on season

**Summer** – Friday, Saturday, Sunday

**Fall, Winter, Spring** – Saturday, Sunday

**HOLIDAY CLOSURES:** The following holidays (including weekends surrounding the holiday:) New Year's Day, Good Friday/Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and following Friday, Christmas Eve and Christmas Day, New Year's Eve

Additional spaces to rent: Outdoor Pavilions, Parks, Memorial Park Amphitheater and Conference Room. For rental information on these spaces, please visit [www.communityparkdistrict.org](http://www.communityparkdistrict.org)

## RENTAL SPACE DETAILS

- Room capacity is dependent upon room set up, **not to exceed 150**.
- Proof of residency may be required.
- Each rental must be 2 hours minimum.
- There is a kitchen attached to the multi-purpose room, to be used for staging. Use of the appliances can be rented for an additional fee. There will be a deep-cleaning fee accrued if left in unsuitable condition.
- The Recreation Center closes at 10:00 p.m.. All clean up must be completed before 10:00 p.m.

### RECREATION CENTER EQUIPMENT AVAILABLE FOR EXTRA FEE:

Coffee Maker/ \$25 • Kitchen appliances/\$50

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### SECURITY DEPOSIT

A \$100 refundable deposit will be required for the rental, paid at the time of reservation along with any rental fees. The deposit will only be retained to cover any excessive clean-up cost, additional rental time not specified in the agreement, any damage to property or equipment or any missing equipment. Deposit amounts not retained will be refunded within 7 business days of the conclusion of the rental, if the space was paid with a credit card and within 30 days if paid by cash or check. If maintenance or damage exceeds the security deposit amount, the renter remains responsible for those costs and must submit payment within two weeks of the rental date.

### OVERTIME CHARGE

A fee of \$50 per 15 minutes will be applied for any additional rental time not specified in the agreement.

### WHAT'S INCLUDED

Our staff will set up and break-down tables and chairs in rental space. All staff set up will be completed before your start time. **Please include any other set up and take down time needed (for decorations, food, etc.) in your rental's start and end time.** (TABLES AVAILABLE 6-foot rectangular table for food set up, 8-foot round table, seats 6-8.)

### REFUNDS AND CANCELLATIONS

A refund request must be submitted to the Park District no later than 14 calendar days prior to the reservation to receive a refund of deposit fees and rental fees minus a 10% administrative fee. Refund requests received in less than 14 calendar days will result in a forfeiture of deposit fees and receive a refund of rental fees minus a 10% administrative fee.

### RESERVE THE DATE

Park District programs have priority of room usage. Reservations are accepted starting 6 months in advance. **Reservations are not accepted within 2 weeks of the rental date.**

### FOOD AND DRINK

Catering your event is permissible. Food is allowed only in the area designated on the rental application. If food is to be prepared on site, kitchen appliance fees will be due. Rental is subject to deep cleaning fees if all surfaces are not in satisfactory condition. Outdoor food preparation is to be done on the lawn behind the Recreation Center, 10 feet from the entrance. **Alcoholic beverages may be consumed if renter has paid for the Liquor Liability Insurance of \$210. This includes beer and wine. No hard liquor.**

### HOW TO RESERVE SPACE

Application can be completed online or in person. Online applications can be emailed to [info@communityparkdistrict.org](mailto:info@communityparkdistrict.org). An employee will contact you within 1-2 business days to discuss/confirm rental. Security deposit, half of the total rental cost and optional service fees will be due at the time of booking. This can be done in person or over the phone.



# Community Park District of La Grange Park Rentals

## RENTAL FAQ

### What is the room capacity for the multipurpose room?

Room capacity is dependent upon room set up, not to exceed 150

### What hours is the room available to rent?

The Community Park District has priority of room usage. Reservations can begin an hour after our programming ends. **Setting up and cleaning of your personal party supplies MUST be included in your time.** Rental times are strictly enforced. **The Recreation Center closes at 10:00 p.m. and the premises must be vacated at that time.** We do not accept extensions on the rentals past 10:00 p.m. Any overtime charges will be assessed at \$50 for every 15 minutes.

### Can we decorate?

You can decorate the room, but NO decorations may be taped to the wall or other surfaces with duct tape. No confetti or confetti balloons allowed.

### Can I have alcohol at my party?

Alcoholic beverages may be consumed if renter has paid for the Liquor Liability Insurance of \$210. This includes beer and wine. No hard liquor. This must be paid at the time of the rental.

### If I cancel, can I get my money back?

A refund request must be submitted to the Park District no later than 14 calendar days prior to the reservation to receive a refund of deposit fees and rental fees minus a 10% administrative fee. Refund requests received in less than 14 calendar days will result in a forfeiture of deposit fees and receive a refund of rental fees minus a 10% administrative fee.

### Are tables and chairs included?

Tables and chairs are included. Our staff will set up and break-down tables and chairs in rental space. All staff set up will be completed before your start time. **TABLES AVAILABLE-** 6-foot rectangular table for food set up, 8-foot round table, seats 6-8 people. Renters may bring in table coverings. ***The Park District requires all tables to have table coverings.***

### Is there a kitchen?

Yes, there is a kitchen and your rental fee includes the use of the kitchen for staging. Use of appliances is an additional \$50 fee. ALL kitchen surfaces and appliances, including countertops and sinks **MUST** be cleaned. Failure to do so will result in a \$100 deep cleaning fee.

### Can I have a bouncy house?

Bouncy houses are not allowed inside or outside. Ball pits and helium balloons are allowed.

### Can I bring a DJ?

Yes. We ask that you bring a contract from any outside contractors.