



Total: \_\_\_\_\_

Due 2 weeks  
prior to rental  
date

**PARK DISTRICT OF LA GRANGE**  
 536 East Avenue • La Grange, IL 60525  
 Phone: 708-352-1762 • Fax: 708-352-8591

Reservation # \_\_\_\_\_

**APPLICATION PERMIT FOR DESITTER ROOM RENTAL**

*\*SECURITY DEPOSIT IS NOT A DOWNPAYMENT TOWARD FEES\**  
**IF RENTAL IS CANCELLED AT ANY TIME, DEPOSIT IS NOT REFUNDED.**

**Office Use  
Only**Application  
received by: \_\_\_\_\_Proof of  
residency checked \_\_\_\_\_**Rental Applicant Name and Organization:** \_\_\_\_\_*\*Please Note: a \$50 fee applies if rental is transferred to a new renter after application has already been approved.*

Address/City/Zip Code: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Cell Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

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

**RENTAL DATE(S) requested:** \_\_\_\_\_ **RENTAL START & END TIME:** \_\_\_\_\_

**\*\*\* NOTE: ROOM ACCESS IS 30 MINUTES PRIOR TO RENTAL TIME. AT RENTAL END TIME, ROOM MUST BE VACATED BY RENTER, ALL ATTENDEES AND ITEMS, AND ROOM MUST BE CLEAN. END TIME CANNOT BE EXTENDED DAY OF RENTAL.**

Estimated Number of Attendees: \_\_\_\_\_ Approximate Ages: \_\_\_\_\_ Will admission be charged? No Yes \$ \_\_\_\_\_

Briefly describe the reason for facility use: \_\_\_\_\_  
**(Please provide name of guest party is in honor of)**

Equipment Requested: Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Other \_\_\_\_\_

Please indicate room setup and/or any special needs setup: \_\_\_\_\_

**KITCHEN INCLUDED WITH BANQUET ROOM RENTAL** **ALCOHOL PERMIT** flat fee: \$205(1-100) \$215(100-175)  
 YES NO

**NOTE: Alcohol permit is for beer/wine products only. Alcohol is not allowed in any area of building other than The DeSitter Room. The sale of alcohol on Park District premises is strictly prohibited. Please note that PDLG keg coolers are only to be used if PDLG taps are rented for your domestic keg.**

Exclusive Playground: \_\_\_\_\_ to \_\_\_\_\_

\$50/hr fee Residents

\$65/hr fee Non-Residents

Basketball Court: \_\_\_\_\_

\$40/hr half court Res, \$50 NR

\$70/hr full court Res, \$88/hr NR

Not available during after-hours

Volleyball Court: \_\_\_\_\_

\$60/hr Residents

\$75/hr Non-Residents

Not available during after-hours

Will you be bringing in equipment and/or or will outside entertainment be brought in? **INSURANCE MAY BE REQUIRED**

Yes No If yes, please describe \_\_\_\_\_

Is the organization/group insured? Yes No

If yes, please attach a copy of a current Certificate of Insurance naming the Park District of La Grange as "Additional Insured" and athletic participation covered or included.

Is the Organization/Group: For Profit Not-for-Profit

**BY SIGNING THIS APPLICATION, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTAND & WILL ABIDE BY THE GUIDELINES ON THE REVERSE SIDE OF THIS FORM AND I HAVE READ, UNDERSTAND & AGREE TO THE HOLD HARMLESS AGREEMENT**

Signature of Applicant \_\_\_\_\_

Date of Application \_\_\_\_\_

Facility Rental Approved By \_\_\_\_\_ Title \_\_\_\_\_

Date of Approval \_\_\_\_\_

Alcohol Permit Approved / Executive Director \_\_\_\_\_

Date of Approval \_\_\_\_\_

**\*RENTAL IS NOT FINALIZED UNTIL PERMIT IS SIGNED AND APPROVED BY PARK DISTRICT STAFF\***

**PARK DISTRICT OF LA GRANGE INDOOR FACILITY RENTAL GUIDELINES – RECREATION CENTER**

1. Renter must be present at function at all times, NO EXCEPTIONS, or deposit will be forfeited. Only ONE renter can be designated to a contract. Renter must be the only person in contact with the Park District regarding the rental. The renter is responsible for the conduct of the attendees at the rental. Your guests must remain in the designated room.
2. Renter must be at least 21 years of age at time of application to rent and must show proof of residency in the form of a driver's license/state ID or utility bill to receive resident rates. Security deposit will be forfeited if a non-resident misrepresents residency status. A \$50 fee applies if rental is transferred to a new applicant/renter after approval of original rental request has already been granted.
3. The Park District reserves the right to deny requests not submitted at least two weeks in advance of rental date.
4. Rental is NOT approved or final at time of application. After application, rental will be considered for final approval and is not final until renter receives a signed and approved rental permit and/or a call from the Park District indicating rental is approved. Park District is not at fault if renter sends out invitation or assumes rental is finalized before contract is approved.
5. Payment methods accepted for rental fees and security/damage deposit fees include cash, check, Visa, Mastercard and cashier's check. **All fees are due two weeks prior to rental date.** A driver's license/state ID is required for all payments made by personal check. Personal checks will not be accepted two weeks before rental. **Park District reserves the right to cancel rental if it is not paid on time.**
6. All rentals require a \$200 security/damage deposit paid in renter's name only. **If rental is cancelled at any time, the security/damage deposit will NOT be refunded to the renter.** The security/damage deposit is processed to secure the reservation and serves as the damage deposit. Deposit is refunded back to renter within 10 business days after rental occurs and upon determination that the space was left as it was upon entering, as well as no rule violations.
7. The security/damage deposit is forfeited if the renter cancels the rental and cannot be used as a credit. A refund of the facility rental fees (fees do not include the damage/security deposit) may be granted if the renter provides notice of cancellation at least 14 days prior to the date reserved. Facility rental fees are forfeited and cannot be used as a credit if cancellation notice is less than 14 days prior to rental date.
8. Changes to rental may not be made less than three weeks prior to the rental date. Date and time changes may only be made at the discretion of Superintendent of Facilities approval. A \$50 fee applies to all date changes.
9. Facility use is the time designated on the application. Renter must allow time for set up and clean up of event in rental hours. Room access is allowed only 30 minutes prior to rental start time for DeSitter Room rentals. Rental must be cleaned up and attendees cleared out of room/facility at the rental end time stated on application. **Deposit will be forfeited if renter stays past the end time. Rental end time cannot be extended on day of rental.**
10. All music must end no later than 30 minutes prior to rental end time (this includes DJ's, bands, and music played through any device).
11. Fees are subject to change without public notification.
12. After hours rentals at the Recreation Center are made available for an additional hourly rate. After hours begin at 9 p.m. Monday – Friday, 6 p.m. Saturday and 5 p.m. Sunday. After hours are limited to 11 p.m. on Fridays and Saturdays at the Recreation Center, however, Sunday rentals generally will not be approved past 7pm. After hours are approved only at the discretion of the Superintendent of Facilities. Rentals held on Sundays between Memorial Day and Labor Day are subject to after hour fees and are also subject to a three hour minimum.
13. Rental includes space, regular chairs & tables with Park District set-up of tables/chairs per renter's request. Other rental needs/requests will be at an additional cost.
14. Renter should wipe off tables and chairs, place garbage in provided receptacles, and remove all decorations. The room(s) must be left in the same condition as you found them. When you leave the facility it must be suitably clean so another group could use it after you.
15. Renter pays for any damage repair/cleaning services required as a result of actions performed by renter and/or guests.
16. Solicitation shall not take place within any part of the facility without prior permission from the Park District.
17. The Park District reserves the right to revise any rules in respect to the welfare of the facility.
18. Renters and their guests must conduct all activities in a mature, responsible manner.
19. No betting or gambling allowed in or on Park District of La Grange facilities.
20. The Park District assumes no responsibility for loss of or damage to personal property brought to the rented facility.
21. Renters and their guests must comply with rules, regulations and ordinances of the Park District of La Grange, Village of La Grange and State of Illinois in use of the facility.
22. The Park District of La Grange reserves the right to require a police officer on duty. Additional fees may apply.
23. Renters charging a gate (ticket) fee require park district permission and are subject to a maximum 10% charge of gross profits to the Park District.
24. Children under 18 must be supervised at all times by an adult 21 and above. One adult over 21 years of age for every 10 youths in attendance is required. Adult supervision is required at all times in the indoor playground.
25. **All outside equipment/entertainment brought in for facility rental requires approval by the Park District of La Grange. Additional insurance requirements apply.**
26. Food and drink must be kept in immediate rental area. Only crockpots, sterno and coffee pots are allowed and NO other powered culinary equipment.
27. Security deposit will be forfeited due to a false 911 call, non-emergency fire alarm, or any other action causing the evacuation of the facility and/or the necessity of emergency personnel to arrive for an unnecessary reason.
28. Smoking is not permitted in the building or within 15 feet of the facility.
29. No burning candles are allowed in any facility, except for a brief time for birthday cake candles. Sterno is allowed.
30. No propane fueled cooking apparatus, deep fryers, or fountains of any kind are allowed. Food serving tables must remain on wood floors.
31. No staples, screws, hooks, nails or tape of any kind can be affixed to any wall or surface. Only non-marking tape putty is allowed. Confetti, silly string and piñatas are not permitted. The Park District will not provide tools needed to decorate. Balloons are not allowed in the indoor playground or gyms.
32. **Alcohol is limited to the INSIDE of the authorized rental room only and requires a 30-day advance request from the renter. There is a charge for the required alcohol permit, which grants approval to serve beer and wine products only. ALCOHOL IS NOT ALLOWED IN THE INDOOR PLAYGROUND. THE SALE OF BEER AND WINE ON PARK DISTRICT PREMISES IS STRICTLY PROHIBITED. Renter assumes full responsibility for all alcohol brought into the building. Renter is the only individual allowed to supply beer and wine products for an event; Bring Your Own Beverage (BYOB) events are not allowed. DEPOSIT WILL BE FORFEITED & EVENT WILL BE IMMEDIATELY TERMINATED IF ALCOHOL IS BROUGHT OUTSIDE OF THE AUTHORIZED RENTAL ROOM. Renter must dump open alcohol and remove unopened alcohol at end of rental.**
33. **All/part of the damage deposit shall be forfeited if renter neglects any of the responsibilities/guidelines listed above.**

**HOLD HARMLESS AGREEMENT**

*Individual – As a duly responsible adult, I (we) assume responsibility for all claims for personal injury, including but not limited to, medical expenses, property damage, and any other type of claim arising from my (or our) group's use of Park District of La Grange facilities. I (we) further agree to pay for all costs for losses or damages, including clean-up costs, to Park District owned or leased land, buildings and equipment.*

*Ad Hoc Group – I, as duly authorized signatory for my group or organization, assume responsibility for, and will indemnify the Park District of La Grange for all claims for personal injury, property damage and any other type of claim, arising from the use of Park District facilities. I further agree to pay all costs for losses or damages to Park District of La Grange owned or leased land, buildings and equipment. It is further understood that in consideration for being permitted to utilize the facilities of the Park District of La Grange, I do myself, my heirs, executors, administrators, assigns, and the organization I represent, hereby release and discharge the Park District of La Grange Board of Commissioners, officers, employees, agents and associates from any and every claim resulting from the use of this facility. This release contains the entire agreement between the parties hereto and the terms of this release are contractual and not a mere recital. I have carefully read the foregoing release and know the contents thereof and sign this release as my own free act.*