

JOHNSTON RECREATION CENTER RENTAL REQUEST

Bloomington Park District, 172 S. Circle, Bloomington, IL 60108 630.529.3650

■ Event and Renter Information

The Person in Charge is responsible for any and all damages and must be in attendance during event and is referred to as "renter".

Event Information

Day: _____ Date: _____ Hours: *From* _____ *To* _____

Type of function: _____ Total number attending _____

Event Catered? Yes No If yes, caterer must submit a certificate of liability insurance 10 days prior to rental, listing

Bloomington Park District as additional insured.

Person in Charge

Name: _____ Phone: _____ Work Phone: _____

Address: _____ City: _____ Zip _____

■ Facility Rental Stipulations

1. Filing this request form does not automatically constitute approval of the facility, nor time requested. Please allow two full working days for approval. All requests will be reviewed and accepted based on: Park Policy, facility and staff availability.
2. The Park District reserves the right to reject any rental it feels is not appropriate.
3. Renter filing request must be at least 21 years of age.
4. It is understood that all renters and their guests will comply with the rules, regulations and ordinances of the Bloomington Park District, Village of Bloomington, and the State of Illinois in use of the facility.
5. The rooms rented must be left in the same condition as you found them. When you leave the rooms, they must be clean so another group could use it after you. **The renter will be responsible for all cleaning of tables, chairs, floors and kitchen, and will be expected to take out garbage, mop floors, clean off all tables and chairs, and clean the kitchen.**
6. All renters and their guests are expected to act in an orderly fashion, and are financially responsible for any damage occurring to the building, grounds or equipment.
7. For any function sufficient, competent adult (21 years of age or older) supervision or chaperones must be provided by the renter. Park District staff will not act as chaperones. If the rental is a youth function, the renter must have 1 adult for every 10 youths under the age of 21.
8. All children must stay in the rented room. Children may not and will not be permitted to "play" throughout the building.
9. Renters may not bring alcoholic beverages onto Park District property.
10. Facility use will be the time designated on the application. Building will be opened and closed at the times requested. **Park District clock shall be the official time.** If the renter fails to show after one half hour of their rental, they will be judged as a "No Show" and the building will be closed and the Park District staff will leave.
11. All renters who exceed their requested time will be charged an additional \$15.00 for each 15 minute block of time they use (example: if a renter goes 16 minutes over, they would be charged \$15.00 for the first minutes, plus \$15.00 for the next 15 minute block), This amount will be deducted from the security deposit.
12. A curfew of 12:00am exists for all rentals. This means that the building must be completely cleared out by that time and all cleaning completed.
13. The building facilities or equipment shall not be used by any person(s) or corporations for private or business profit or gain. No admission fees or charges will be collected on Park District property.
14. Non-conformance with these facilities usage stipulations will result in cancellation of the usage, even if the rental time has not expired and forfeiture of all monies paid.
15. The Park District provides no health insurance for groups using its facilities. Groups may be requested to provide a Certificate of Insurance, signifying that they have sufficient insurance coverage.
16. All rentals will include a Park District supervisor. They are empowered to restrict the group's misuse of the facility and protect Park District property from the renters and their guests due to conduct before, during and after the rental time has expired.
17. Renters and their guests should cooperate with the Park District Supervisor. Should guests become unruly, the renter must assist the supervisor in performing his/her duties and authority of supervisor. Park District supervisor is not on duty to help renters set up, clean up or assist with activities of the rental.
18. The Park District will provide tables and chairs at an additional cost. The renter must supply all other items. **The kitchen is an extra fee and can be used for warming and serving only. Cooking, using any BPD kitchen equipment, and using the stove is not permitted by the renters.**
19. The renter must provide the following and/or inform their caterer of these items:
 - Tablecloths for all tables, long and round
 - All glasses, cups, plates, silverware, serving utensils, serving dishes, coffee pot, etc.
20. No decorations may be taped or tacked to any wall, door, window, or light fixture. **No balloons are allowed in the gym.**
21. All food and drink must be kept in the room you are renting. Participants may not carry food or drink throughout the building.
22. The volume of all bands and/or disc jockey must be kept at a descent level and the renter may be asked to turn the volume down.

■ Facility Rental Rates

Fees based on a minimum 4 hour rental. The Park District reserves the right to change rates without prior notice.

Resident Rates

Large Room Rate \$ 35.00/hr (weekday)
 \$ 50.00/hr (weekend: Fri 4:30-Sun 11pm)

Gym Rate \$100.00/hr (250 maximum)

Kitchen \$30.00 flat fee

Security Deposit

- 99 people or less \$250.00
- 100 people or more \$500.00

The Park District Staff will set up and take down all tables and chairs only. The renter will be responsible for all cleaning of tables, chairs, floors and kitchen, and will be expected to take out garbage, mop floors, clean off all tables and chairs, and clean the kitchen.

Nonresident Rates

Large Room Rate \$ 50.00/hr (weekday)
 \$75.00/hr (weekend:Fri 4:30-Sun 11pm)

Gym Rate \$130.00/hr (250 maximum)

Kitchen \$30.00 flat fee

Security Deposit

- 99 people or less \$250.00
- 100 people or more \$500.00

The Park District Staff will set up and take down all tables and chairs only. The renter will be responsible for all cleaning of tables, chairs, floors and kitchen, and will be expected to take out garbage, mop floors, clean off all tables and chairs, and clean the kitchen.

■ Agreement

I have read and understand the facility usage stipulations and agree that our group will follow them. I will inform and explain the stipulations to all guests and participants. I also understand that the Bloomingdale Park District and its employees will be held harmless for claims resulting from our use. I also understand that if I decide to change the rental time a new Recreation Center Rental Request must be filled out and approved.

Signature _____ Date _____

■ Cost Calculations (For Office Use Only)

Residential Rental

- Large Room @\$35/hr (Weekday Rate)
- Large Room @ \$50/hr (Fri 4:30pm-Sunday 11:00pm)
- Gym @\$100/hr
- Kitchen @\$30.00

Security Deposit Paid \$ _____

Total Hours ____ X \$ _____ \$ _____

Total Tables ____ @ \$1.00each \$ _____

Total Chairs ____ @ \$.20 each \$ _____

Total Amount Due \$ _____

Nonresident Rental

- Large Room @\$50/hr (Weekday Rate)
- Large Room @\$75/hr (Fri 4:30pm-Sunday 11:00pm)
- Gym @\$130/hr
- Kitchen @\$30.00

Security Deposit Paid \$ _____

Total Hours ____ X \$ _____ \$ _____

Total Tables ____ @ \$1.00each \$ _____

Total Chairs ____ @ \$.20 each \$ _____

Total Amount Due \$ _____

Payments (For Office Use Only) *Security deposit is due at time of request. Final payment is due 10 days prior to rental.*

■FIRST PAYMENT

Security deposit Payment \$ _____

Receipt # _____ Initials _____ Date _____

Visa/Master Card Payment

■Final Payment (due 10 days prior to rental date)

Payment Amount \$ _____

Receipt # _____ Initials _____ Date _____

Visa/Master Card Payment