



Wood Dale Park District Recreation Complex Rental Application

Reason for Rental: _____ Today's Date: _____

Person Renting: _____ Phone # () _____

(THIS PERSON MUST BE PRESENT AT RENTAL)

Address of Renter: _____ City _____ Zip _____

Date Requested: _____ Day: _____ Time: _____ to _____ AM
PM

Room(s) Requested: _____

Activity and/or purpose for request: _____

Will you be serving food? _____ YES _____ NO

If yes to bringing food, please specify: _____

*Description of options and fees
are listed on the reverse side*

Est. Attendance: _____

- A refundable deposit is required at time of rental application.
- Full payment is due seven (7) days prior to the date of the rental.
- Cancellation must be made within 48 hours of the date of the rental. If not made within 48 hours, deposit may be forfeited.
- All Recreation Complex Rules (attached) must be observed, or dismissal and loss of privileges will result.
- No alcohol is permitted anywhere inside the facility or on park district premises.

HOLD HARMLESS AGREEMENT

I/We _____, agree to hold harmless the Wood Dale Park District, the Board of Commissioners, its members and employees; and defend at our/my own expense all claims for damage to property, equipment and persons, including medical expenses for injuries incurred and arising incidental to the use of the Recreation Complex. It being further understood and agreed that the Wood Dale Park district assumes no obligation or responsibility in connection with the use of the facility. I/We further agree to assume all cost of damage to the building and/or contents during the period of our authorized use of the facilities and as a result or such use of the building and/or contents.

Date

Signature of person responsible for Rental

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in signing up and participating in this program/activity, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with this program/activity (including transportation services and vehicle operations, when provided).

I recognize and acknowledge that there are certain risks of physical injury to participants in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in this program/activity against Wood Dale Park District, including its officials, agents, volunteers and employees.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Signing Agent (must be over 21 years of age) _____ Date _____

OFFICE USE:

Rooms and fees

1/2 gym	\$45.00/hr
Full Gym	\$65.00/hr
Regular Meeting Room	\$30.00/hr
DEPOSIT FOR ABOVE	\$50.00

(Modified rates may be provided for non-peak hours and for ongoing users for the gym only)

Senior Room w/ Kitchen	\$50.00/hr
Teen Center	\$50.00/hr
Teen Center and Senior Room w/ Kitchen	\$70.00/hr
DEPOSIT FOR ABOVE	\$75.00

Additional Fees:

Games in Teen Center	\$25.00/hr
Additional Hours beyond facility hours	\$25.00/hr

If the gym is used in combination with the senior room or teen center, only a \$75.00 deposit is needed.

Wood Dale Park District: _____ Approved _____ Denied Reason for denial: _____

Deposit Received: ____ YES ____ NO Certificate of Insurance (if required) ____ YES ____ NO

Total Cost of Rental: _____ Amt. paid: _____ Balance Due 7 days prior to rental: _____

Deposits: Required to hold date(s) requested. Provided facility and equipment remains in the same condition and that the hours requested are held to, deposit will be refunded after the rental has taken place. A refund will be mailed to the address listed on the Rental form.

All rentals will be charged a fee to cover a Building Supervisor and Custodian when using the facility beyond normal operating hours.

A certificate of insurance, with the Park District listed as additional insured, may be required for some rentals.

*****Please complete Facility Usage/Set-up form to assist with your rental.**

Recreation Complex Usage Rules

1. All contract signers must abide by the times and dates that were requested and approved. If you or your group will not be meeting on a requested day, please advise the Park District as soon as possible.
2. All rental groups are to check in at the front desk to notify the staff that they are in attendance and to verify which room they are assigned to. At the end of your usage time, please check out at the front desk as well.
3. If applicable, all deposits are required to hold any/all dates requested and to cover any possible damage. The deposit will NOT be put towards your final payment. Final payment will be due no later than 7 days prior to the date of the rental.
4. Each group is responsible for the clean up of the room they have used. We do expect the room to be left in the same condition as it was prior to the time it was reserved to you.
5. If using the kitchen facility, the use of the stove/oven is NOT permitted. There will be NO EXCEPTIONS.
6. No food or beverages are permitted in the gym.
7. No alcoholic beverages are permitted on the premises.
8. Using the Fitness Studio and/or Walking Track as part of the rental is NOT permitted.
9. The Park District does not allow photocopying or any other supplies for any rentals on a regular basis. Please come prepared. If you do need assistance, please go to the front desk.
10. We expect all groups to abide by our regular facility rules and regulations.