



# Rental - Indoor Event or Meeting | Request

## Rental Information

### Reason For Rental

\_\_\_\_\_

Date \_\_\_\_\_

Start Time \_\_\_\_\_

End Time \_\_\_\_\_

*Rental times must include the time you need for setup and/or decorating and clean up. Early entry is not permitted.*

Expected Attendance \_\_\_\_\_

Room # \_\_\_\_\_

### Fountain View Recreation Center

Room Package Includes: Rental Host, Tables, Chairs, Customized Setup, Public Wi-Fi, Integrated Audio

**Package A (Max 48 Guests)**

\$65 per hour  
\$100 Security Deposit

**Package B (Max 96 Guests)**

\$105 per hour  
\$150 Security Deposit

**Package C (Max 160 Guests)**

Includes Catering Kitchen  
\$140 per hour  
\$200 Security Deposit

**I Court (\$60 per hour)**

**Half Gymnasium (\$90 per hour)**

### Simkus Recreation Center

Room Package Includes Rental Host, Tables, Chairs, Refrigerator & Sink, Customized Setup

**I Room (Max 60 Guests)**

\$55 NR per hour  
\$100 Security Deposit

**Half Gymnasium (\$35 per hour)**

**Full Gymnasium (\$60 per hour)**

### Optional Amenities

\* Fountain View Recreation Center Only

**Alcohol (\$30) Additional Restrictions Apply**

**AV Package\* (\$30)**  
Includes: Projector, PA System, Microphone, Presentation Remote, Podium

**Catering Kitchen\* (\$30)**

**Patio\* (\$40) Includes: tables/chairs**

**Riser Platform\* (\$50)**

**Table Linens (black) (\$25 per room)**

**Table Linens (white) (\$25 per room)**

## Renter's Contact Information

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_ Add'l Phone \_\_\_\_\_

Email \_\_\_\_\_ Birth Date \_\_\_\_\_

**Organization** *Only needed if you are renting on behalf of an organization.*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

How did you hear about this rental/venue? \_\_\_\_\_

Why did you choose this rental/venue? \_\_\_\_\_

Have you seen any of our rental ads? \_\_\_\_\_

This form is only a "request for availability" and is reviewed by Park District Staff before rental is confirmed. Full payment of security deposit is due at the time of submission of the Rental Request form. Once approved a rental contract will be generated and emailed. Full payment is due within 7 days of approval. It is only upon execution of contract and full receipt of payment that the rental request is guaranteed.

### TERMS AND CONDITIONS

Receive terms and conditions at [csparks.org/indoor-rental-terms-and-conditions](http://csparks.org/indoor-rental-terms-and-conditions)/**Violation of these Rental Terms and Conditions will result in forfeiture of all or part of the Security Deposit**

### GYMNASIUM RENTAL

Pricing for sport activity only. Special Event pricing available upon request.

### COMMERCIAL RATES

Additional charges may be incurred based on the type of event.

### INTERNAL USE ONLY

STAFF INITIAL \_\_\_\_\_

DATE / / TIME \_\_\_\_\_

- Provided Renter with Copy of Rental Terms and Conditions
- Provided Renter with Receipt
- Collected Security Deposits
- Completed EZ Pay Form
- Entered Into Active Net
- Alcohol Request Form provided



# Rental - Indoor Event or Meeting | Terms and Conditions

## RENTAL TERMS AND CONDITIONS

**Violation of these Rental Terms and Conditions will result in forfeiture of all or part of the Security Deposit**

Acceptance of Rental Request Form and Security Deposit is tentative and not guaranteed until rental is reviewed, confirmed and approved by Rental Supervisor. Rental is only guaranteed upon approval of contract and receipt of complete payment. Rental Approval is emailed to Renter at the email address provided on Rental Request form within five (5) business days.

Payment of Security Deposit is due at time of reservation request. Remaining balance is due seven (7) days after rental has been approved, unless payment arrangements have been made with Rental Supervisor.

Security Deposit is dependent on the number of rooms booked and is assessed at \$100 for one room and \$50 for each additional room. If Rental Terms and Conditions have not been violated, the Security Deposit will be returned within ten (10) business days after date of rental. If the Security Deposit was paid by check or cash, the deposit will be returned by check and mailed to the Renter. If the deposit was paid by credit card, the deposit will be returned to the same credit card.

The Park District reserves the right to keep all or a portion of the security deposit if:

1. Renter cancels rental more than three (3) business days after rental has been approved. Renter exceeds the contracted rental times.
2. Renter exceeds the maximum expected attendance.
3. Renter conducts activities other than what is confirmed by Rental Contract.
4. Renter does not properly dispose of garbage produced by the rental event.
5. Renter creates noise levels or plays music so loudly as to disturb the fitness center, front desk staff or any other activities taking place.
6. Renter damages park district property such as, but not limited to, tables, chairs, floors and walls.
7. Rental requires excessive cleaning by the Park District.
8. Renter violates any other terms and conditions of the Rental Contract or District Ordinance.

Requests for alcohol must be submitted fifteen (15) days prior to the rental. Restrictions apply and liquor liability insurance must be purchased by the renter through Park District approved vendor. Alcohol Request Forms are available at the front desk.

All rental times start and end according to the time indicated on the Rental Contract. Any set-up time and clean-up time by Renter must be included within the start and end times on the Rental Contract.

Renter/Renter's guests may not loiter in or use the halls or front lobby. Renter may not access or use any room/gymnasium/fitness center/area/amenity not specified in the Rental Contract with the exception of the restrooms.

Renter must remain with the rental and supervise their guests for the entire duration of the rental.

Renter may use their own caterer or bring in their own food. A catering kitchen is available for an additional fee at the Fountain View Recreation Center. There is no oven or stove. Simkus Recreation Center rentals include use of a refrigerator and sink in the room.

Use of the Catering Kitchen at the Fountain View Recreation Center, is restricted to use of the refrigerator, freezer, microwave, and countertops for preparation. Renter must follow all safety procedures set in place by the Park District. Park District is not held liable for any incidents or injuries that take place in the catering kitchen. Use of propane or gas equipment is prohibited. Renter is prohibited from using Park District concession equipment (i.e. nacho warmer, popcorn machine, hotdog cooker).

Use of Patio from Fountain View Recreation Center Room 122 is available for an additional fee. Rental includes limited setup of table and chairs on the patio.

Renter is required to cover all tables with tablecloths. Renter may use their own tablecloths or rent linen tablecloths from the Park District. Color selections are limited to white and black, based on availability.

All rentals are supervised by Park District staff. Park District staff will set up Park District tables and chairs. Park District staff will not assist with Renter's activity or additional set up. They are empowered to restrict the group's misuse of the facility and to protect Park District property. Renter and guests must cooperate with Park District staff and not cause a hindrance in the performance of his/her duties.

It is the responsibility of the Renter to advise its party of the duties and authority of Park District staff on duty. Renter is responsible for the actions of their guests, including the supervision of minors at all times by a parent or guardian. Park District has the right to enforce a 1:12 ratio of adults to minors.

A Certificate of Insurance may be required for any activities involving moderate risk, which includes, but is not limited to: caterers, sports competitions, parties charging admission, or parties selling any products or services. The Carol Stream Park District must be named as additionally insured with policy limits in the amount of \$2,000,000 per person.

No person shall display, distribute, post or fix any placard, sign, handbill, pamphlet, circular or any other writing or printed material of any kind whatsoever, without written Park District approval.

No person shall offer or exchange for sale any article or thing or do any hawking, peddling or soliciting, or buy or offer to buy an article or thing, raffling or auctioning, or take up any collection or solicit or receive contributions of money or anything of value in the Park System without Park District's written approval.

No person shall expose or offer for sale to the general public any articles or things, or conduct to solicit any business, trade or occupation or profession without a valid concession license agreement approved by the Park District and then only in accordance with the terms and conditions thereof, it being the intention to control commercial enterprises or sales on Park District Property.

Any parties selling food that is not pre-packaged requires a permit from the Illinois Department of Health.

No person shall call or hold any public meeting or give any concert of public entertainment of any kind without Park District approval.

Smoking is prohibited on Carol Stream Park District property, indoors and outdoors.

The use of burning candles or incense is prohibited with the exception of birthday cake candles and sternos.

**DECORATING POLICY - NO decorations may be attached or affixed on walls, doors, windows or ceiling.**

## CHANGE AND CANCELLATION TERMS AND CONDITIONS

A full refund of all paid Rental Fees and Security Deposit (minus a 10% fee, maximum \$50) will be given if Renter notifies Rental Supervisor of cancellation in writing within three (3) business days of approval.

Changes to the rental require a minimum of seven (7) business day's notification. A \$25 administrative fee will be assessed for changes made more than three (3) business days after the rental is approved by Park District Rental Supervisor.

**I have read this form, fully understand, and agree to the details of the above Rental Terms and Conditions and release of all claims.**

**Participant's Name (Print)**

**Participant's Signature**

**Date MM/DD/YY**

Cancellation of rental seven (7) or more business days in advance is subject to the forfeiture Security Deposit.

Cancellations seven (7) business days or under may result in the forfeiture by the Renter of all paid Rental Fees, Administrative Fees and Security Deposits.

Changes requested within the 48-hour time period prior to the rental are not guaranteed.

Carol Stream Park District sponsored activities shall have priority in all facilities.

## COVID-19 PHASE 4 GUIDELINES

All attendees should conduct a health self-screening prior to event including the following questions:

- Are you experiencing any of the following: fever (100.4° and above), cough, shortness of breath, chills, muscle aches, headaches not related to caffeine, diet, hunger, migraines, or tension?
- Have you been in close contact with anyone that has tested positive for COVID-19 or has symptoms of COVID-19?

If an attendee appears symptomatic, it is the responsibility of the primary renter to ask them to leave. Staff may also enforce dismissal of symptomatic patrons.

Room Capacity Limits:

- Fountain View Recreation Center - 1 Room: 30 People Max, 6 Tables Max with 6-ft between tables, 5 chairs per table. 2 Rooms: 50 People Max, 10 Tables Max with 6-ft between tables, 5 chairs per table. 3 Rooms: 50 People Max, 15 Tables Max with 6-ft between tables, No more than 5 chairs per table
- Simkus Recreation Center - 1 Room: 40 People Max with chairs only, 30 Person Max with round tables, 6 Tables Max with 6-ft between tables, 5 chairs per table

All attendees should place personal belongings at least 6-ft. away from others' personal belongings if possible.

While the park district provides hand sanitizing stations throughout each building, we recommend all renters to have their own supply of hand sanitizers and disinfecting wipes for their rentals.

All attendees must wear face coverings over their nose and mouth inside facility when not seated (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering). This includes when entering and exiting the building and while in the halls and restrooms.

Hand sanitizer must be provided by the renter on food service tables.

Drinking fountains are off but bottle filling stations are available.

Refrigerator, freezer, sink and ice machine usage may be restricted when renting kitchen.

Signage will be placed inside room to denote all guidelines.

These guidelines were compiled from resources and direct guidance from the Illinois Department of Commerce and Centers for Disease Control and Prevention (CDC). All procedures and capacities are subject to change based on further guidance from authorities.

Sources:

- Restore Illinois Phase 4 Guidelines: <https://dceocovid19resources.com/restore-illinois/restore-illinois-phase-4>
- Centers for Disease Control and Prevention Considerations: <https://www.cdc.gov/coronavirus/2019>