

Rental Information

 Reason for Rental _____

 Event Date MM/DD/YY _____

Start Time _____

End Time _____

*Rental times must include setup,
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*
 Premier Room
*\$100 per hour + \$100 Security Deposit
max 48 guests*
 Package A
*\$80 per hour + \$100 Security Deposit
max 48 guests*
 Package B
*\$120 per hour + \$150 Security Deposit
max 96 guests*
 Package C
*Includes Catering Kitchen
\$155 per hour + \$200 Security Deposit
max 160 guests*
 1 Court**
 Half Gymnasium**
Simkus Recreation Center
*Room package includes: rental host, tables,
chairs, refrigerator and sink, customized setup*
 Room 3
*\$75 per hour + \$100 Security Deposit
max 60 guests*
 Half Gymnasium**
 Full Gymnasium**
Renter's Information

Name _____

Address _____

City _____

State _____

Zip _____

Cell Phone _____

Add'l Phone _____

Email _____

Birthdate _____

How did you hear about this rental/venue? _____

Have you seen any of our ads?

 Yes

 No

Will you have a DJ or a live band?

 Yes

 No

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

Name _____

Address _____

City _____

State _____

Zip _____

Cell Phone _____

Add'l Phone _____

Email _____

Optional Amenities
** Fountain View Recreation Center only.*
 Alcohol (\$30)
Additional restrictions apply.
 AV Package* (\$50)
*Includes: integrated AV, PA system, microphone,
podium.*
 Catering Kitchen* (\$40)
*Includes; refrigerator, freezer, ice machine,
commercial microwave.*
 Patio* (\$50)
Includes: tables and chairs
 Riser Platform* (\$50)
 Table Linens (black) (\$30 per room)
 Table Linens (white) (\$30 per room)

This 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.

Return by Email rentals@csparks.org
Return by Mail Carol Stream Park District, 849 W. Lies Rd. Carol Stream, IL 60188

GYMNASIUM RENTAL

Sport activity and special event rental pricing are available upon request.

ALCOHOL

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 Carol Stream Park District approved vendor. Alcohol request forms are available at the front desk.

CANDLES, INCENSE & PROPANE INDOORS

- The use of burning candles or incense is prohibited with the exception of birthday cake candles and sternos.
- Use of propane or gas equipment is prohibited indoors.

COMMERCIAL RATES

- Additional charges may be incurred based on the type of event.
- 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 Carol Stream Park District approval.
- No person shall call or hold any public meeting or give any concert of public entertainment of any kind without Carol Stream Park District approval.

SELLING

- 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 Carol Stream 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 Carol Stream Park District and then only in accordance with the terms and conditions thereof, it being the intention to control commercial enterprises or sales on Carol Stream Park District property.
- Any parties selling food that is not pre-packaged requires a permit from the Illinois Department of Health.

DECORATING

- No decorations may be attached or affixed on walls, doors or ceiling.
- The renter is required to cover all tables with tablecloths. The renter may use their tablecloths or rent linen tablecloths from Carol Stream Park District. Color selections are limited to white and black, based on availability.

EQUIPMENT USE

- The catering kitchen at the Fountain View Recreation Center is restricted to the use of the refrigerator, freezer, microwave, and countertops for preparation. The renter must follow all safety procedures by Carol Stream Park District. Carol Stream Park District is not held liable for any incidents or injuries in the catering kitchen. The renter is prohibited from using Carol Stream Park District concession equipment (i.e., nacho warmer, popcorn machine, hotdog cooker).

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

Renter's Name PRINT	
Renter's Signature	Date MM/DD/YY

FOOD

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

INSURANCE

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

PAYMENT

Violation of these Rental Terms & Conditions result in forfeiture of all or part of the security deposit.

- This form is only a "request for availability" and is reviewed by Park District Staff before the rental is confirmed. Full security deposit payment is due at the time of submission of the Rental Request form. Once approved, a rental contract is generated and emailed. Full payment is due within seven days of approval. It is only upon the contract and full receipt of payment that the rental request is guaranteed.
- Acceptance of rental request form and security deposit is tentative and only guaranteed once rental is reviewed, confirmed, and approved by the rental supervisor. Rental is only guaranteed upon approval of the contract and receipt of complete payment. Rental approval is emailed to the renter at the email address provided on the rental request within five (5) business days.
- 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.

SECURITY DEPOSIT

Payment of the security deposit is due at the time of reservation request. The remaining balance is due seven (7) days after the rental has been approved unless payment arrangements have been made with a rental supervisor. Security deposit depends 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 is returned within ten (10) business days after the rental date. If the security deposit was paid by check or cash, the deposit is returned by check and mailed to the renter. If the deposit was paid by credit card, the deposit is returned to the same credit card.

Carol Stream Park District reserves the right to keep all or a portion of the security deposit if

1. The renter exceeds the maximum expected attendance.
2. The renter conducts activities other than what is confirmed by the rental contract.
3. The renter does not properly dispose of garbage produced by the rental event.
4. Renter creates noise levels or plays music so loudly as to disturb the fitness center, front desk staff or any other activities taking place.
5. Renter damages property such as, but not limited to, tables, chairs, floors and walls.
6. Rental requires excessive cleaning by Carol Stream Park District.
7. Renter violates any other terms and conditions of the rental contract or district ordinance.

PATIO

Use of the patio from Fountain View Recreation Center, room 122 is available for an additional fee. Rental includes a limited setup of tables and chairs on the patio.

- Alcohol is prohibited outdoors.
- Use of grilling equipment requires special permission from the Carol Stream Park District.

RENTALS CANCELLATION POLICY

- Security deposits are non-refundable, unless the rental is denied or cancelled by the Carol Stream Park District.
- Cancellation of a rental 30 or more days in advance of the event date will result in forfeiture of the security deposit.
- Cancellation of a rental less than 30 days of the event date will result in the Carol Stream Park District retaining 50% of total room fee.
- Room booking fees and security deposit are non-transferrable. If the renter would like to reschedule to a different date, the date is treated as an entirely new rental pending availability.
- No reduction in room package fees or rental time will be granted less than 30 days before the event

SMOKING

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

SUPERVISION

- Renter/Renter's guests may not loiter or use the halls or front lobby. The renter may not access or use any room, gymnasium, fitness center, area, or 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 rental duration. The renter may use their own caterer or bring in their own food.
- All rentals are supervised by Carol Stream Park District staff. Carol Stream Park District staff set up Carol Stream Park District tables and chairs. Carol Stream Park District staff can not assist with Renter's activity or additional setup. They are empowered to restrict the group's facility misuse and protect Carol Stream Park District property. Renter and guests must cooperate with Carol Stream Park District staff and not cause a hindrance in the performance of staff duties.
- It is the responsibility of the renter to advise its party of the duties and authority of Carol Stream 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. Carol Stream Park District has the right to enforce a 1:12 ratio of adults to minors.

TERMS & CONDITIONS

Receive Terms & Conditions at csparks.org/rentals/guidelines/ of these Rental Terms & Conditions result in forfeiture of all or part of the security deposit.

INTERNAL USE ONLY	
STAFF INITIAL	DATE MM/DD/YY
<input type="checkbox"/> PROVIDED RENTER WITH RENTAL TERMS & CONDITIONS	
<input type="checkbox"/> PROVIDED RENTER WITH RECEIPT	
<input type="checkbox"/> COLLECTED SECURITY DEPOSITS	
<input type="checkbox"/> COMPLETED AUTOMATIC PAYMENT	
<input type="checkbox"/> ENTERED INTO ACTIVE NET	
<input type="checkbox"/> ALCOHOL REQUEST PROVIDED	