

Itasca Park District- Indoor Room Rental Application

Name of Group: _____

Name of Individual: _____ Email: _____

Address: _____

City: _____ State: _____ ZIP: _____

Home Phone: _____ Cell Phone: _____

Requested:

Iris Room (Both) Iris A Iris B Willow Nature Center Classroom Lounge

Other _____

Number of chairs _____ Number of long tables _____ Number of round tables (Iris Room Only) _____

Number of people _____ Description of activity: _____

Day	Date	Time
1	_____	_____
2	_____	_____

Event set-up time should be included in the time requested.

Groups or individuals renting the building from the Itasca Park District are expected to abide by the Facility Use Agreement established by the Itasca Park District. (SEE REVERSE) Any groups renting the facility are required to provide the Park District with a certificate of insurance naming the Itasca Park District additionally insured.

No groups will be admitted unless the person responsible for the group is present AT ALL TIMES.

A security deposit of \$75 is required for residents, \$100 for non-residents. This is not included in the rental fee and is refundable upon a satisfactory inspection of the room within fifteen business days following the rental.

Lessee's Signature _____

Date _____

Driver's License Number _____

Office Use Only

Facilities/Service	No. of Hours		Rate	Sub-Total
		X		
		X		
Total Amount Due				

	Amount Due	Date Due	Paid by:	Check #	Date Paid	Staff
Deposit Due			C K V MC D			
Balance Due			C K V MC D			
Misc. Add on			C K V MC D			
Total						

Approval

Signature _____ Date: _____

cc: Supervisor Deposit Returned: Yes No \$ _____ Date _____

Diagram of Room Set-up: ○ round tables □ long tables □ chairs

Use symbols to draw layout of room rental set up needed.

Facility Use Agreement

Residents must show proof of residency at time of deposit (driver’s license or other photo I.D. with address on it), or resident rate will not apply. In addition, the person renting the facility must identify himself/herself to Building Supervisor at the time of rental.

1. **Guests of the lessee should stay in the immediate area of the facility they are renting and common areas only. The Itasca Fitness Center is strictly off limits. Please keep food in area you are renting. NO FOOD OR DRINKS IN THE GYM (with the exception of water).**
2. **Lessee shall not enter, occupy the facility until the time and date specified in this application**
3. **Lessee shall vacate the facility at the time and date indicated in the application or be charged a pro-rate amount for every one-half (1/2) hour of overtime use.**
4. The lessee is responsible for and will pay for any damage to property arising out of the use of the facility. **PLEASE REPORT ANY DAMAGE** to the building or equipment to a park district representative immediately.
5. The district does not assume any liability for property loss or stolen on the premises during the lessee use of the premises and the lessee hereby agrees to assume the full risk of any injuries, damages or loss regardless of severity, that the lessee may sustain as a result of this agreement. Lessee further agrees to waive and release the Itasca Park District from any and all losses, claims, suits or judgments or damages that lessee might sustain as a result of any and all activities connected with or associated with this agreement.
6. The use of alcoholic beverages is prohibited on Park District property unless required permits are obtained.
7. Any action that may make the rental unsafe for your guests is prohibited.
8. Upon request, the use of kitchen facilities is made available; however, the applicant must bring his/her own utensils. Responsibility for cleaning the kitchen after use lies with the applicant.
9. Lessee is solely responsible for providing any and all supervision at all times during use of any facility, including but not limited to the leased facility, and all common areas. Further, Lessee shall be responsible for ensuring that Lessee’s guests and invitees comply with all applicable rules and regulations pertaining to use of the facilities.
10. No children will be permitted to use the building unless an adult supervisor is present.
11. It is fully understood and agreed by the parties that the Lessee guarantees to defend, indemnify and hold harmless the Itasca Park District, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys’ fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.
12. Lessee must abide by occupation limits of each facility dependent upon the set up required.
13. No smoking allowed in the building.
14. Taping/tacking anything to the walls and mirrors of the building and the use of glitter and/or confetti is not permitted.

Rates

Effective 10/5/2020

**Regular Rates-Please see following page for Additional Fees due to Covid Guidelines	Community Organizations	Residents	Non-Residents
Meeting Room- Regular Hours	No Charge for meetings	\$25/hr	\$35/hr
Meeting Room-Bldg Closed	\$20/hour	\$25/hr	\$40/hr
Iris Room A & B	\$20/hour	\$60/hr	\$80/hr
Iris A w/ Kitchen	N/A	\$30/hr	\$45/hr
Iris B	N/A	\$35/hr	\$50/hr
Iris Room A & B w/Gym	\$25/hour	\$85/hr	\$105/hr
Lounge	\$20/hour	\$50/hr	\$70/hr
Nature Center Classroom (open hours)	\$20/hour	\$30/hr	\$40/hr

1. Applications will be processed in order of receipt.
2. Applications must be completed in full and signed by an adult, 21 years or older, who will assume responsibility for the group and be present during the rental period.
3. **The facility will be reserved based on availability and payment of the deposit.**
4. Refund requests made 10 days prior to the rental will receive a 100% refund, less \$15 for an administrative fee.
5. The Itasca Park District reserves the right to retain all or a portion of the payment if the facility rental is canceled within 10 days before the rental date.

Itasca Park District- Indoor Room Rental Application Covid Policies and Fees

Capacity Limits for the following rooms

Iris A	20 Max
Iris B	40 Max
Iris A/B	50 Max
East Lounge	20 Max
West Lounge	20 Max
Lounge East and West	40 Max
Willow Room	No Rentals

Additional Fees for Rentals

- \$20/hr for any rentals which occur outside of the Itasca Park District’s normal hours of operation.
- Covid Set-up and Clean-up fee for all rentals (Including Community Groups) covers extra cleaning costs and PPE required for staff.

20 people for under	\$30.00
Over 20 People	\$50.00

	Community Organizations	Residents	Non-Residents
Set-up and Clean-up for 20 or less people	\$30	\$30	\$30
Set-up and Clean -Up Fee for over 20 people	\$50	\$50	\$50
Additional fee if rental time is outside of the Itasca Park District’s normal hours of operation	\$20.00 per hour	\$20.00 per hour	\$20.00 per hour

Facility Rental Guidelines

- Face coverings are required by all attendees at all times except when in the act of eating or drinking.
- No more than six people may be seated at each round table.
- Attendees should maintain social distancing of 6ft at all times.
- The Lessee agrees to provide names and contact information for all attendees of their rental for the purpose of contact tracing if needed by the Itasca Park District
- Outside food or drink must be approved by the Itasca Park District
- The Lessee agrees to follow all federal, state and locals laws and regulations.
- The Lessee agrees to comply with DCEO guidance at it pertains to group gatherings and meetings.
- The Itasca Park District reserves the right to cancel any rentals if the State of Illinois or DuPage County backslides into Phase 2 or Phase 3 guidelines of the Illinois Reopening Plan

I have read and Facility Rental Guidelines. As the lessee, I am aware it is my responsibility to follow the Facility Rental Guidelines put forth by the Itasca Park District for the duration of the rental. It is fully understood and agreed by the parties that the Lessee guarantees to defend, indemnify and hold harmless the Itasca Park District, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys’ fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.

Name: _____ Signature _____ Date: _____