



**PROSPECT HEIGHTS PARK DISTRICT**  
**110 W CAMP MCDONALD ROAD, PROSPECT HEIGHTS, IL 60070**  
**PHONE 847-394-2848 • FAX 847-394-7799 • PHPARKS.ORG**

## FACILITY RENTAL APPLICATION

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Email \_\_\_\_\_ Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_

Name of Organization \_\_\_\_\_

Certificate of Insurance Required (see backside)

Purpose of Facility/Park use \_\_\_\_\_

Date requested: 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_

Time: From \_\_\_\_\_ To \_\_\_\_\_

Number of people attending \_\_\_\_\_

**NO RENTALS PAST 11:00 PM**

### FACILITY REQUESTING

- |   |   |
|---|---|
| <input type="checkbox"/> Room 1 Capacity 115                                  | <input type="checkbox"/> GMRC Pavilion ( <i>Amplification Devices not allowed</i> ) |
| <input type="checkbox"/> Room 2 Capacity 49                                   | <input type="checkbox"/> Country Garden Pavilion                                    |
| <input type="checkbox"/> Use of kitchen                                       | <input type="checkbox"/> Pool (public/private) Capacity 614                         |
| <input type="checkbox"/> Gym Capacity 375<br><i>(Food not allowed in Gym)</i> | <input type="checkbox"/> Soccer Field   |
|   | <input type="checkbox"/> Baseball Field   |
|   | <input type="checkbox"/> Tennis Court   |
|   | <input type="checkbox"/> Other _____  |

**ALCOHOLIC BEVERAGES ARE NOT ALLOWED IN THE GARY MORAVA RECREATION CENTER OR ON PARK PROPERTY.**

A \$100 refundable damage deposit is required to book facility.

Time	Meeting Room 1	Meeting Room 2	Full Gym	½ Gym	Dance Room/Fitness Studio
	R/NR	R/NR	R/NR	R/NR	R/NR
1 hour	\$75/\$85	\$70/\$80	\$75/\$80	\$55/\$60	\$30/\$40
2 hours	\$95/\$115	\$90/\$110	\$125/\$135	\$80/\$90	\$60/\$80
3 hours	\$115/\$145	\$110/\$140	\$175/\$190	\$105/\$120	\$90/\$120
4 hours	\$135/\$175	\$130/\$170	\$225/\$245	\$130/\$150	\$120/\$160
5 hours	\$155/\$205	\$150/\$200	\$275/\$300	\$155/\$180	\$150/\$200
6 hours	\$175/\$235	\$170/\$230	\$325/\$355	\$180/\$210	\$180/\$240

OFFICE USE ONLY	
Confirmed _____	Booked _____
Meeting Room 1 or 2	_____
Kitchen \$35	_____
Pool	_____
Pavilion (R\$50/NR\$75)	_____
Gym	_____
Room Set up (\$50)	_____
After Hours Security (\$60/hr)	_____
Other	_____
<b>SUB TOTAL</b>	_____
Amount Paid (\$100)	_____
Refundable Deposit	_____
<b>TOTAL DUE</b>	_____

**Extra Fees:**

Kitchen \$35		
After Hours \$60/hour		
Set up by Park District \$50		
	R	NR
Pavilion	\$50	\$75
Private Pool	\$320	\$345
Soccer Field	\$20/hr	\$30/hr
Baseball Field	\$25/hr	\$35/hr
Tennis Courts	\$3/hr	\$5/hr

### ALL FEES ARE DUE 7 DAYS PRIOR TO RENTAL.

It is fully understood and agreed by the parties that User shall fully defend, indemnify and hold harmless the Prospect Heights Park District, including 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.

Please sign \_\_\_\_\_

Date \_\_\_\_\_

**MUST BE SIGNED TO CONFIRM RENTAL**

## GMRC - ROOM SET UP INFORMATON

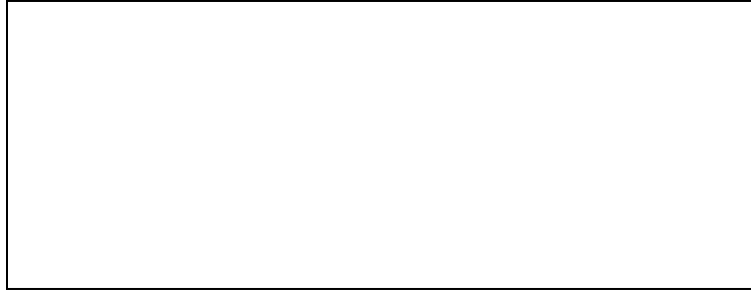
How many: Chairs \_\_\_\_\_ Long tables \_\_\_\_\_ Card tables \_\_\_\_\_ Other requested items \_\_\_\_\_

Note: Seating at long tables (6-8 people) card tables (4 people)

\_\_\_\_\_ I will set up tables and chairs, or

\_\_\_\_\_ Tables and chairs will be set up in room, per your instructions for a \$50.00 fee, please diagram.

You may need to rearrange room set up to your personal liking. Facility maintenance staff will be on duty during your rental.



### Rules and Regulations of Facility/Park Use

1. The facility/park use is subject to availability and final approval of the executive director or other assigned park staff. Confirmation usually takes from 3-10 days. (Confirmation/permit approval by email and/or by phone call.) No rentals past 11:00 PM. Rentals can only be booked for a maximum 6 months in advance.
2. The full payment is due no later than one week prior to the rental. If payment is not received 7 days prior to rental, the permit will be cancelled.
3. There is a \$100.00 damage deposit required. The deposit must be paid 7 days after approval or permit will be cancelled. Deposit may be refundable if no damage, extra cleaning, or extended rental time is needed. Full/partial deposit will be mailed within 30 days.
4. There will be a cancellation fee of \$50.00 assessed if district does not receive 10 days notice of cancellation.
5. Please follow all Park District rules and regulations.
6. Children are not allowed to use any of the play equipment set up in rooms unless permission is granted, as part of this permit. Proper adult supervision of children is required at all times.
7. The Park District reserves the right to cancel any permit if deemed necessary for emergency purposes.
8. Under normal conditions you may be able to set up room 30 minutes before your scheduled rental time. Check out time is stated on your permit. Ending time on your permit is the time your group must be out of the facility.
9. If you are charging admission to your event you or your organization may be required to provide the Park District with a Certificate of Insurance (General Liability) in the amount of \$1,000,000. You must provide adequate supervision and/or proper police security if requested by the Park District. The damage deposit for groups that are charging admission will be \$1,000.00 and may be refundable if no damage or clean-up is required.
10. There is no smoking in the Gary Morava recreation center, no food or drink allowed in the gym or outside of the room rented. There will be no alcohol permitted.
11. Certificate of Insurance is also required for most organizations, bounce houses and animal shows.
12. There is no use of outside playground equipment, pavilion or outside park areas after dark. (Parking lot is not to be used after 11:00 PM).
13. Rentals need to conduct themselves in a proper manner. If a party begins to get out of hand Park District staff will warn you. If the improper behavior continues the Park District reserves the right to end the rental.
14. Decorations may be used in rooms, if put up with proper care. You must remove all decorations or a \$25.00 fee will be charged.
15. There is a fee of \$60.00 per hour after hours fee charged for rentals past public hours of operation.
16. Prospect Heights Park District programs have first priority and we reserve the right to cancel or alter any rental agreement to accommodate our programming.
17. The use of the pool is only available during swim season and may be unavailable due to weather, mechanical failure or other uncontrollable circumstances.