

Grayslake Community Park District

Facility Reservation Policy

The Grayslake Park District recognizes the need to make its facilities available to the residents of Grayslake as well as other community organizations. The Park District also recognizes that it has the responsibility to operate the Park District in an efficient and fiscally sound manner. Therefore, the Grayslake Park District adopts the following policies in regards to the use of their indoor facilities. Anyone wishing to reserve a Park District facility must complete the Facility Reservation Request form, and abide by the following guidelines. All applications must be approved by the Grayslake Park District.

The availability of any room is subject to Park District programs/events or community based Park District sponsored/affiliated functions.

Reservation Information & Fees:

Registration must be done in-person at the Recreation Center, 240 Commerce Drive, at least 10 days prior to requested reservation date to secure a permit. Rental fees and refundable damage deposit must be paid at the time of reservation. All reservations are first come, first served!

Priority use of the facilities shall be as follows:

- **Group A** – Park District sponsored activities and events.
- **Group B** – School District 46 and 127 sponsored activities and events
- **Group C** – Not for profit organizations that are located in Grayslake and are of a civic nature (Example: scout groups, service clubs, etc.)
- **Group D** – Residents of the Grayslake Park District and all church groups
- **Group E** – Not for profit organizations that are located in other communities.
- **Group F** – Non-Residents

Recreation Center: Located at 240 Commerce Drive, Grayslake.

NOTE: There is no smoking or alcohol allowed in the Park District Facilities.

RENTAL FEES *through May 2018:*

<u>Room:</u>	<u>Fee Per Hour:</u>	<u>Room Size:</u>	<u>Capacity:</u>
Multi-Purpose Room A	\$40 R / \$80 NR	800 Sq. Ft. (32 x 25)	45 people
Multi-Purpose Room B	\$30 R / \$60 NR	672 Sq. Ft. (32 x 21)	25 people
Multi-Purpose Rooms A & B	\$65 R / \$130 NR	1,472 Sq. Ft. (32 x 46)	70 people
Gymnasium	\$75 R / \$150 NR		

Damage Deposit: \$100 for all rentals - MUST be paid at the time of reservation

(Refundable if no damage to building and all rules / policies are followed)

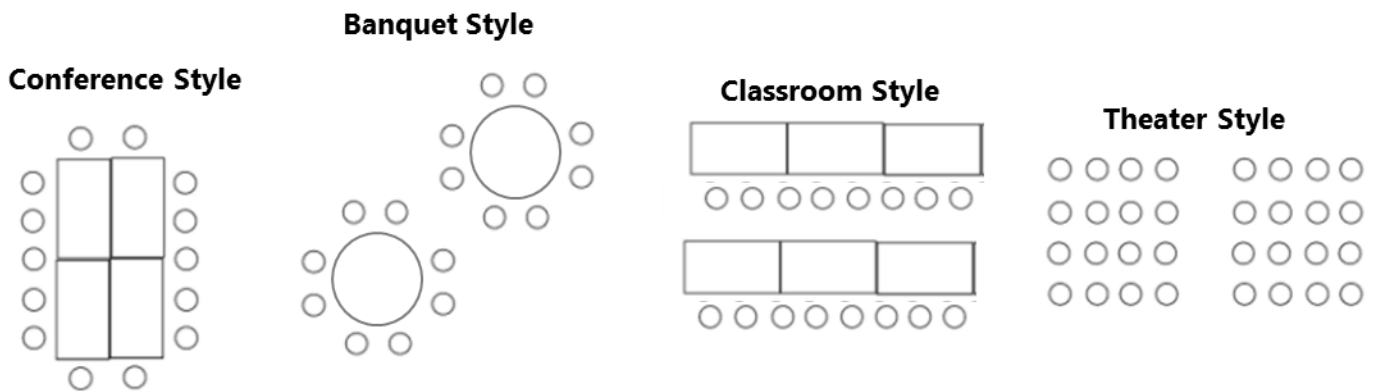
Cancellations: Cancellations made at least 14 days prior to a reserved date will receive a full refund of deposits and rental fees paid. Cancellations made less than fourteen days prior to a reserved date are eligible for a 50% refund of rental fees and a full refund of the damage deposit.

Additional Information:

- Curfew is 10:00 p.m. during the week and 11:00 p.m. on weekends. Clean up should start early; clean up must be complete and guests out of building at end of reservation time. This policy will be strictly adhered to.
- Rental fees include tables and chairs, set up as requested. Take down is also included.
- The renter must leave the facility in proper order. Set-up and Clean-up time must be included in rental time. Renter must check out with Manager on Duty, and sign final walk-through form.
- Alcohol is not allowed in any Park District, facilities except when authorized by the Park Board.
- Smoking is not permitted in any Park District facilities at any time.
- Live bands / DJ's are not permitted in any Park District facilities.
- Decorating is allowed, with the following exceptions: No confetti, no candles/open flame, No attaching anything to painted surfaces in any way.
- The Park District will charge additional fees for damage and for any additional cleaning that is required for the Park District maintenance staff.
- The Renter is responsible for the conduct of all involved people. Members of the group may not use the other areas of the building.
- Youth groups must have 1 adult to every 10 children.
- The renter may not charge an admission, sell tickets or solicit donations at the facility without the written consent of the Grayslake Park District Board of Commissioners. This includes selling any articles or accepting orders for articles.

All materials and equipment brought by the renter must be removed promptly at the conclusion of the activity.

Room Set-Up Options



Grayslake Park District
240 Commerce Drive
Grayslake, IL 60030
(847) 223-7529
www.glpd.com



Facility Reservation Request Form

Reservation Day and Date: _____

Park District Recreation Center – 240 Commerce Drive, Grayslake

Location Preference: _____ Multi-Purpose Room A _____ Multi-Purpose Room B
_____ Multi-Purpose Room A & B _____ Rec Center Gym _____ Other

Arrival Time: _____ Departure Time: _____

(Please include set up and clean up time)

Group / Individual: _____

Contact Person: _____ Email: _____

Mailing Address: _____

(Include City and Zip Code)

Phone Number: (_____) _____ Work/Cell Number: (_____) _____

Type of activity (ex: baby shower, b-day party): _____

Est. # of guests: _____ # Of Tables / Chairs Requested: _____

Description of room set-up: _____

FEES PAID:		Cardholder Number:
\$ _____	Deposit _____	_____ - _____ - _____
\$ _____	Rental _____	Exp Date: _____ / _____ Amt: _____
\$ _____	Total _____	Signature _____
		Deposit Returned On: _____ By: _____

GRAYSLAKE COMMUNITY PARK DISTRICT INDEMNITY FORM

In consideration of the permission granted by the GRAYSLAKE COMMUNITY PARK DISTRICT, to the undersigned to use the following Park District facilities: The undersigned, _____, hereby expressly agrees to release, discharge and hold said Park District of Grayslake harmless and to indemnify and to protect said Park District from any claims for damages, whether it be bodily or property, and to defend the Park District from any claim for damages of any nature resulting from the use of said premises, facilities and/or equipment by the undersigned, its agents, representatives, invitees, or other persons whether caused by the negligence of the Park District and its employees or otherwise. The undersigned agrees to reimburse the Park District of any damages to Park District property resulting from stated activity.

It is also agreed that NO alcoholic beverages or smoking will be permitted on Park District property at any time, unless otherwise stated by the Board of Commissioners.

I have read and understand the Facility Rental Guidelines and Fees on the attached page

SIGNATURE _____ DATE _____

DATE ISSUED: _____

Park District Official (Signature)