

# Grayslake Community Park District

## Facility Reservation Policy

Grayslake Park District  
240 Commerce Drive  
Grayslake, IL 60030  
(847) 223-7529  
[www.glpd.com](http://www.glpd.com)



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

### RENTAL FEES *as of June 2018:*

<b><u>Room:</u></b>	<b><u>Fee Per Hour:</u></b>	<b><u>Room Size:</u></b>	<b><u>Capacity:</u></b>
Multi-Purpose Room A	\$45 R / \$80 NR	800 Sq. Ft. (32 x 25)	45 people
Multi-Purpose Room B	\$35 R / \$60 NR	672 Sq. Ft. (32 x 21)	20 people
Multi-Purpose Rooms A & B	\$80 R / \$140 NR	1,472 Sq. Ft. (32 x 46)	65 people
Gymnasium	\$80 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**



