



**Grayslake Park District**  
 240 Commerce Drive  
 Grayslake, IL 60030  
 P: (847) 223-7529 | F: (847) 223-6386

<b>OFFICE USE ONLY</b>	
Date/Time Received:	_____
Staff Initials:	_____
Permit Number:	_____

## Facility Rental Application

Renter Name: \_\_\_\_\_ Team/Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency/Alternate Contact: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Location Preference for Request: (please choose your preferred location)

- Multi-Purpose Room A                     
  Multi-Purpose Room B                     
  Multi-Purpose Room A & B  
 Recreation Center Gym                     
  Other

Type of event planned (ex. Concert, Wedding, Church Service, etc...): \_\_\_\_\_

Number of people expected to attend: \_\_\_\_\_

Number of Tables requested: \_\_\_\_\_ Number of Chairs requested: \_\_\_\_\_

Description of Room Set-up: \_\_\_\_\_

Requested Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_  
(please include set-up and clean up time)

**Priority use of the parks shall be as follows:**

- Group A – Park District sponsored activities and events
- Group B – School District #127, #50 and Grayslake Charter/Private Schools Sponsored activities/events
- Group C – Not for Profit Groups in Grayslake and all church groups
- Group D – Residents of the Grayslake Park District
- Group E – Non-Residents

Room	Fee (per hour)	Room Size	Capacity
<b>MPA</b>	\$55R / \$90NR	800 Sq. Ft. (32' x 25')	35 people
<b>MPB</b>	\$45R / \$70NR	672 Sq. Ft. ( 32' x 21')	18 people
<b>MPA&amp;B</b>	\$100R / \$160NR	1,472 Sq. Ft. (32' x 46')	48 people
<b>Gym</b>	\$80R / \$150NR	-	-

**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 ParkDistrict property at any time, unless otherwise stated by the Board of Commissioners.*

*By signing the Facility Rental Application I, the undersigned, have read and understand the Grayslake Community Park District’s Facility Usage Rules, Athletic Field Rental Policies, and the Sever Weather Policy. I take full responsibility as a Permitted User for my group to comply with these policies.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Approved:  YES  NO Facility Requested: \_\_\_\_\_

Dates Approved: \_\_\_\_\_ Times Approved: \_\_\_\_\_

Approved By: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Certificate of Insurance Received by: \_\_\_\_\_ Date Recieved: \_\_\_\_\_

Additional Info: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RENTER OR OFFICE USE**

Group:  A  B  C  D  E

Deposit: \$ \_\_\_\_\_ Rental Fee: \$ \_\_\_\_\_ Total Paid: \$ \_\_\_\_\_ Recieved By: \_\_\_\_\_

Visa / MasterCard / Discover / Amex Expiration Date: \_\_\_\_\_ CVV#: \_\_\_\_\_

Credit Card Number: \_\_\_\_\_

Authorization Signature for Payment: \_\_\_\_\_



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## Facility Rental Policies

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!

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

**Reservation Information & Fees:**

Registration must be done in-person at the Recreation Center, 240 Commerce Dr., at least 10 days prior to date to secure a permit. Rental fees and refundable deposit must be paid at the time of reservation. Open reservations begin March 1.

**Priority use of the facilities shall be as follows:**

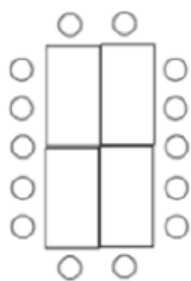
- Group A – Park District sponsored activities and events
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**Deposit:** \$100 for all rentals - MUST be paid at the time of reservation (Refundable if no damage to building and all rules / policies are followed)

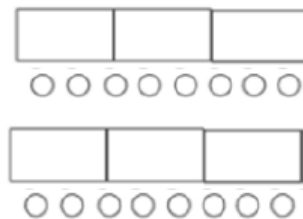
**Room Set-Up Options:** The Grayslake Park district has 8 round tables (60"), 5 long tables (6') and 65 chairs available.

**Banquet Style**

**Conference Style**



**Classroom Style**



**Theater Style**



**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.

**Certificate of Insurance:** Any entertainment, catering, or equipment brought in from a rental company or personally owned must be listed for pre-approval and will require a Certificate of Insurance with a two-million-dollar General Liability Coverage having the Grayslake Park District listed as additionally insured.

**Additional Information:**

- Curfew is 10:00 p.m. during the week and 11:00 p.m. on weekends. All reservations need to end on time.
- 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.