



FACILITY RENTAL REQUEST FORM

Parks & Recreation Department

Romeoville Recreation Department • 900 W. Romeo Rd., Romeoville, IL 60446 • (815) 886-6222 • www.romeoville.org

If you are a first time registrant, you must show valid proof of residency (i.e. current utility bill, current tax bill, vehicle registration, or home purchase contract AND photo ID (state-issued ID or drivers license). Water bills are not accepted.

Head of Household Information* (all fields except secondary phone are required) Room Rental Fees and \$100 Deposit Required

Head of Household Last Name/Contact* _____ First Name* _____

Name of Organization/Corporation (if applicable) _____

Address _____ City/State _____ Zip _____

Primary Phone (____) _____ Secondary Phone (____) _____

Birthdate (mm/dd/yy) _____ Email Address _____

**Refunds for canceled rentals will only be sent to the head of household/contact at the above address.*

Date Requested _____ Su M Tu W Th F Sa

Time Requested _____ am/pm to _____ am/pm Reservation Purpose _____

1 RECREATION ROOMS & FEES 900 W. Romeo Rd.	RESIDENT RATE	NON RESIDENT	ROMEOVILLE USER GROUP <small>Banquets, Fundraisers, Parties, Practices, Clinics (pre-approval required.)</small>
Bodine Room 1 & 2 • 65 people max	<input type="checkbox"/> \$30 per hour	<input type="checkbox"/> \$45 per hour	<input type="checkbox"/> \$15/hour <input type="checkbox"/> No charge for Meetings/seminars
Bodine Room 1 • 30 people max			<input type="checkbox"/> \$15/hour <input type="checkbox"/> No charge for Meetings/seminars
Bodine Room 2 • 30 people max			<input type="checkbox"/> \$15/hour <input type="checkbox"/> No charge for Meetings/seminars
Drdak Room • 100 people max	<input type="checkbox"/> \$50 per hour	<input type="checkbox"/> \$75 per hour	<input type="checkbox"/> \$15/hour <input type="checkbox"/> No charge for Meetings/seminars
Gymnasium	<input type="checkbox"/> \$50 per hour	<input type="checkbox"/> \$75 per hour	<input type="checkbox"/> \$25/hour for Romeoville Organizations
Nancy Aldridge Memorial Pavilion at Village Park** Available 4/1-10/31 only (No electric at Pavilion) <input type="checkbox"/> Check if requesting Equipment Rental	<input type="checkbox"/> \$50 per day		<input type="checkbox"/> \$25 per day
O'Hara Woods** Available 4/1-10/31 only <input type="checkbox"/> Check if requesting Equipment Rental	<input type="checkbox"/> \$75 per day		<input type="checkbox"/> \$35 per day

****See the Inflatable Usage Form for using inflatables during outside rentals.***Set-up, clean up and take down is the responsibility of the group.**

See back for additional room rental options.

Make sure you complete the Head of Household Information on the previous side.

2	POLICE DEPARTMENT 1050 W. Romeo Rd.	RESIDENT RATE	NON RESIDENT	ROMEOVILLE USER GROUP
Police Department Community Room*** (Rm P104) 40 people max • M-F 5-9pm No weekends or holidays, No food/beverages		<input type="checkbox"/> \$30 per hour	<input type="checkbox"/> \$45 per hour	<input type="checkbox"/> No Charge (Meetings/seminars only)

3	FIRE STATION #3 698 N. Birch	RESIDENT RATE	NON RESIDENT	ROMEOVILLE USER GROUP
Community Room 1*** • 30 people max M-F 6-10pm, Sun 8am-5pm No holidays, No food/beverages		<input type="checkbox"/> \$30 per hour	<input type="checkbox"/> \$45 per hour	<input type="checkbox"/> No Charge (Meetings/seminars only)
Community Room 2*** • 30 people max M-F 6-10pm, Sun 8am-5pm No holidays, No food/beverages		<input type="checkbox"/> \$30 per hour	<input type="checkbox"/> \$45 per hour	<input type="checkbox"/> No Charge (Meetings/seminars only)
Community Room 1 & 2*** • 60 people max <i>Same hours and conditions as above</i>		<input type="checkbox"/> \$50 per hour	<input type="checkbox"/> \$75 per hour	<input type="checkbox"/> No Charge (Meetings/seminars only)

OFFICE USE ONLY

Room Fee \$ _____ x _____ hours = _____ + 100 deposit (check if received deposit)

Date ____ / ____ / ____ Receipt # _____ Confirmation Sent ____ / ____ / ____ Initial _____

Outdoor Rentals: Copy sent to Superintendent of Parks -- Date ____ / ____ / ____ Copy sent to Parks Lead -- Date ____ / ____ / ____

Key Card # _____ (Fire Station) Added to Outlook Calendar ____ / ____ / ____

Confirmation sent to: _____ (Dept.) Fee Waived Initial _____

Comments: _____

FACILITY RENTAL AND RESERVATION POLICY

GENERAL POLICIES FOR ALL FACILITIES:

1. Reservations must be reserved at least one week in advance and are done on a first-come, first-serve basis.
2. Rentals can be scheduled in advance based on the Rental Date Schedule in each Parks and Recreation seasonal brochure.
3. Village activities take precedence and groups may be asked to reschedule or forfeit their reservation with a full refund.
4. All rental fees and cash/credit deposit must accompany a completed Facility Rental Form to process a reservation.
5. Romeoville user groups require pre-approval from the Recreation Center supervisor.
6. **Attendance** during the rental and any **requested changes must be done by the person whom the rental is listed under.**
7. Clean up is the responsibility of the renter and requires removal of all materials brought in including decorations, pick up of garbage, kitchen clean up if applicable, remove items from refrigerator/freezer etc. Please include enough time for set up within your hourly rental fee and you must vacate the rental area by the end of your time slot.
8. **Cancellations** must be made **one week in advance** of the reserved date to receive full refund. Cancellations made less than seven (7) days prior to the event, will be eligible for a 50% refund. To cancel reservation the person who made the reservation must come into the Recreation Center to complete paperwork in person.
9. Romeoville User Groups must contact the Recreation Dept. at least 48 hours prior to the event to cancel rental or a \$50 fee will be charged.
10. Clinics/Meetings/Seminars – These are when Romeoville User Groups are requesting the use of a rental for the purpose of training, teaching, or informing children, parents, members, etc. No fees can be collected during meeting.
11. Alcohol and smoking are not permitted on Village property.
12. No solicitation is allowed.
13. Animals are not allowed on the Village property, unless used for medical assistance.
14. **Cash deposits must be picked up by the Lessee between four (4) and ten (10) business days after the rental. A state-issued photo ID is required to pick up the deposit and a copy will be kept on file. If the deposit is not picked up after the 10th day, a check will be requested to refund the deposit as long as no damage was incurred and the Lessee did not exceed the rental time according to their Facility Rental Agreement. A check will be made out in the name of the Lessee. Please note that checks take four to six weeks to process. Deposits on a Credit Card will be credited four (4) to ten (10) days after the rental as long as no damage was incurred and the Lessee did not exceed the rental time according to their Facility Rental Agreement. A credit will appear on his/her credit card based on his/her credit card company's policy**

GYMNASIUM RENTALS (Recreation Center, 900 W. Romeo Road):

1. One full court rental is available for gym activities only (i.e. basketball, volleyball, kickball, and soccer). The North or South Gym will be determined and booked by staff.
2. All gym rules must be followed. Gym rules are posted in the gym.
3. Available hours for rental are typically Monday thru Friday from 6:30 a.m. to 9:00 p.m. and weekends between 9:00 a.m. to 6:30 p.m. (5:00 p.m. during summer season).
4. Groups must bring their own supplies. Supplies will not be available or provided.

PAVILION RENTALS (O'Hara Woods and Nancy Aldridge Memorial):

1. Renter is responsible for set up/clean up and picnic tables must be moved and put back in the pavilion by the renter. Clean up includes picking up all garbage and putting in provided cans; cans must be placed inside pavilion with bags left inside cans. Picnic tables must be placed back in pavilion, charcoal grills must be cleaned off if used, and restrooms must be cleaned and lights turned off. Gates and restrooms must be locked before leaving.
2. The Recreation Dept. will not provide tables and chairs for the outdoor pavilions.
3. Fires are prohibited except in designated areas.
4. **O'Hara Woods Pavilion** – a key can be signed out after 9:00 a.m. on the day of the rental. Key must be returned to the Recreation Center before noon the following day. If equipment is rented, a photo ID must be left at the Recreation Center. Equipment must be returned on the same day and before the Recreation Center closes (please check for closing time).
5. **Aldridge Pavilion** – If equipment is rented, a photo ID must be left at the Recreation Center. Equipment must be returned on the same day and before the Recreation Center closes (please check for closing time).

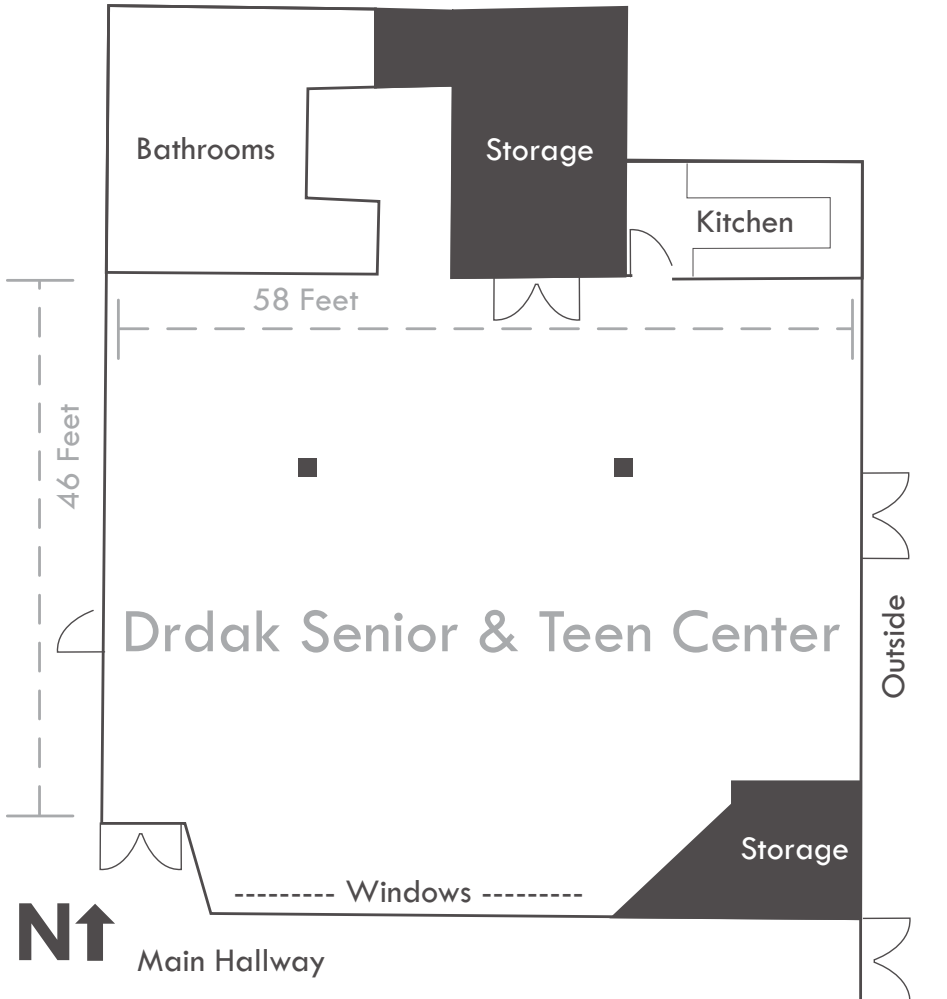
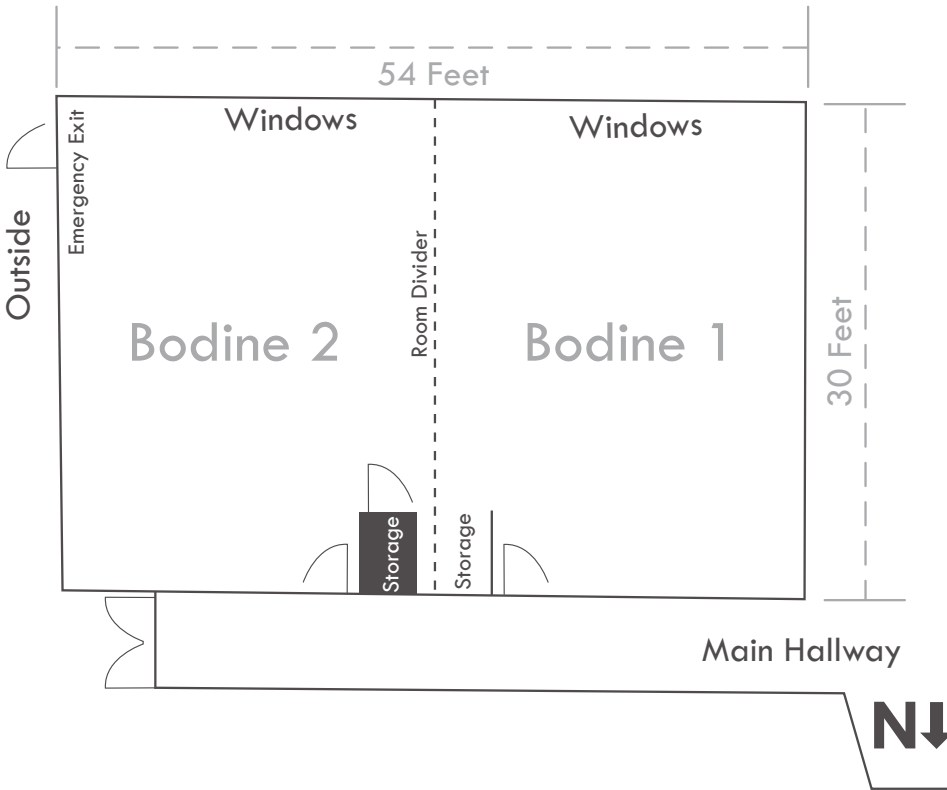
FIRE STATION RENTALS (698 N. Birch Lane):

1. Key Cards will be programmed to work during the reservation only. A copy of the renter's ID will be taken when the key card is picked up. The key card pickup and drop off location is at the location where you submitted your rental application and deposit. Key cards can be picked up one day in advance of the rental date and returned the day after the rental date.
2. Renter is responsible for clean up; garbage cans and liners will be provided. Garbage must be removed and put into dumpsters.
3. Food is prohibited at the Fire Station.

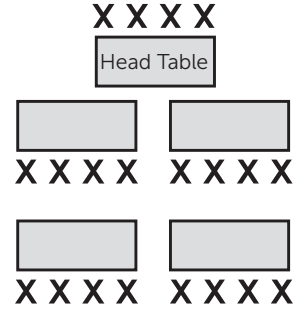
Renter's Signature: _____ Date: _____

Name: _____ Rental Date: _____

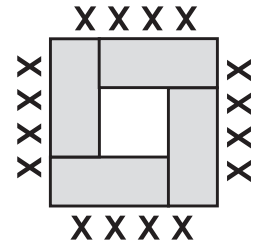
Room Layout: Please draw the tables () and chairs (X) layout or check the layout style from the list below that you would like.



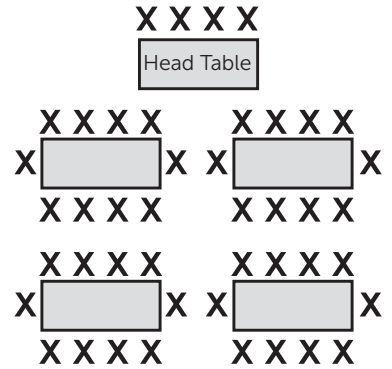
Classroom Style -



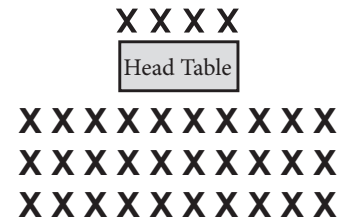
Square Style -



Party with Head Table -



Head Table with Chairs -



Please draw in any additional setup needed.

1. # of people _____
2. # of tables for seating _____
3. # of chairs needed _____
4. # of tables for food & gifts _____
5. Other equipment needed _____

Drdak tables are 8' in length & accommodate up to 8 chairs. Bodine tables are 8' in length & accommodate up to 8 chairs.

ROMEOVILLE POLICE DEPT. COMMUNITY ROOM
(RM. P104) 1050 W. ROMEO RD. • 40 PEOPLE MAX

Name: _____ Rental Date: _____

*Note: Set up and take down of tables and chairs is the responsibility of the organization.
Room is 20 x 20 in size and comes equipped with 40 chairs and ten 8' tables.
No food or beverages allowed.*



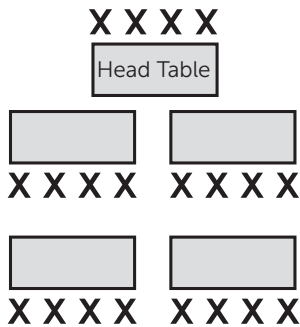
ROMEOWILLE FIRE STATION #3
(COMMUNITY ROOMS 1 & 2) 698 N BIRCH
30 PEOPLE MAX (EACH ROOM)

Name: _____ Rental Date: _____

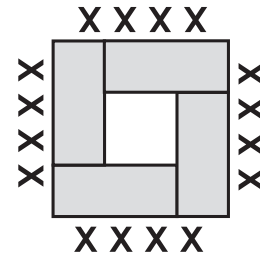


*Room Layout: Room will be set up based on your preferred layout style.
 Check from the below options. No food or beverages allowed.*

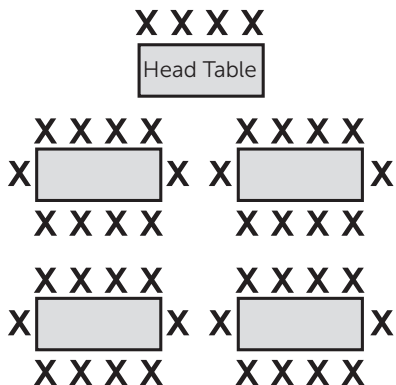
Classroom Style -



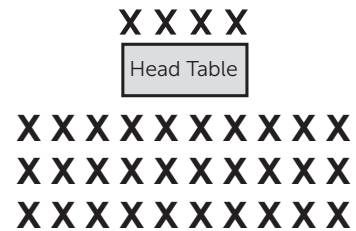
Square Style -



Party with Head Table -



Head Table with Chairs -



Please draw in any additional setup needed.

of people _____ # of tables for seating _____ # of chairs needed _____

Other equipment needed _____

ROMEOVILLE RECREATION DEPARTMENT --PARTICIPANT AGREEMENT

NOTE: THIS AGREEMENT MUST BE SIGNED BY ALL ADULT PARTICIPANTS AND MUST ALSO BE SIGNED BY A PARENT OR GUARDIAN OF ANY MINOR SEEKING TO PARTICIPATE IN ANY RECREATION DEPARTMENT PROGRAMS OR ACTIVITIES.

WARNING OF RISK

Despite the implementation of all reasonable precautions by the Department, an unavoidable risk of serious injury will always exist when participating in any recreational activity. Not all hazards and dangers can be foreseen. Participants and parents/guardians of minor participants must understand that certain risks and hazards will be inherent to participation in that activity, including but not limited to risks and hazards associated with inclement weather, slip and falls, overexertion and fatigue, disregarding safety rules and instructions, collision with stationary objects or other participants, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating. Additionally, participants and parents/guardians of minor participants are further expressly informed that any program or activity involving the presence of or interaction with other persons can carry the risk of the transmission of disease between such persons. Accordingly, the Department hereby informs all participants and parents/guardians of minor participants that it is impossible for the Romeoville Recreation Department to guarantee absolute safety for all program and activity participants, or to guarantee that programs and activities are free from the risk of the transmission of disease.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

I acknowledge and assume the risks of property damage, accidents, injuries (including death), loss of bodily functions, transmission of disease, disabilities, medical disorders, pain and suffering, lost income and medical expenses that arise from participation in any program or activity offered by the Department, and my use of facilities, transportation services, premises and equipment provided by the Department. I further acknowledge that the foregoing risks may arise from my own action or inaction, the actions or inaction of other program or activity participants, the conditions under which a program or activity is conducted, or from the negligent actions or inaction (including any failure to warn) of Department personnel, contractors or service providers. I also acknowledge that from time to time, the Village of Romeoville and/or the Department may take photographs or videos with or without sound of me participating in programs or activities offered by the Department for use and publication and/or broadcast in various publications or media, including but not limited to the Village's website, Facebook account or other social media sites or accounts, live internet video streams, the Village's public access cable channel, Department program brochures or materials, and Village or Department informational, promotional or marketing materials, and I hereby expressly grant to the Village of Romeoville and the Department the right to use and publish and broadcast such photographs and videos as contemplated herein, all without compensation or payment for such use and publication or broadcast. In consideration of being allowed to participate in programs or activities offered by the Department, or to use facilities, transportation services, premises and equipment provided by the Department, I hereby release, waive and discharge the Village of Romeoville and its officers, officials, employees, agents, volunteers and contractors (collectively, the "Releasees") from any and all liability and all claims of any kind whether for personal injury, transmission of disease, property damage or death, arising from participation in any activity or program offered by the Department, arising from my use of facilities, transportation services, premises and equipment provided by the Department, or arising from the use or publication or broadcast by Releasees of photographs or videos of me participating in programs or activities offered by the Department, whether or not caused by the negligence of the Releasees or any of them and further covenant that I shall not sue any of the Releasees with respect to any such liability or claims. In the event that I or anyone else nonetheless makes a claim or files suit against Releasees arising out of any of the above-described matters, I will indemnify and hold Releasees harmless of and from any and all damages or judgments and costs of litigation, including attorney fees. The provisions hereof are to be construed as broadly as possible in favor of Releasees, and this Agreement as a whole shall be governed by the laws of the State of Illinois (without reference to the conflicts of laws rules thereof). If any part of this Agreement shall be ruled invalid by a court having jurisdiction, the balance shall be enforced to the maximum possible extent. I am signing this Agreement freely and voluntarily, having read and understood it and with a full opportunity to consider its substance and with the intention of fully and unconditionally assuming the risks and releasing the liabilities as described above in this Agreement.

STATE HEALTH REQUIREMENT

All renters, parents/guardians, registrants and participants are advised that all Romeoville Recreation Department facilities, rentals, activities and uses are required by the State of Illinois to be used or conducted in accordance with State-issued guidelines, as revised or modified from time to time. All participants will be required to comply with the applicable State guidelines in force at any given time as a condition of their continued attendance at or participation in any Romeoville Recreation Department facility, rental, activity or use. All renters/registered participants of the Romeoville Recreation Department for any rental, facility, activity, use or purpose shall be responsible for being aware and informed of the then-current State and/or Village guidelines related to Romeoville Recreation Department rentals, facilities, activities and uses, and for ensuring that all participants comply with the same.

DATE: _____
(Printed Participant Name) (Participant Signature)

REQUIRED PARENT/GUARDIAN SIGNATURE FOR MINOR PARTICIPANTS

I am the parent or legal guardian and am registering the above listed names to participate in a program or activity offered by the Romeoville Recreation Department. I have read and reviewed this Agreement, and am voluntarily signing it on behalf of my child/ward in my capacity as parent and legal guardian. By signing below, I am agreeing on behalf of my child/ward to be bound along with my child/ward by all terms and conditions of this Agreement as set forth above, including but expressly not limited to those terms and conditions pertaining to the taking of photographs of program and activity participants, the use and publication of such photographs and the release of all claims associated therewith. If registering online, my online signature will be substituted for and have the same legal effect as an original hard copy signature.

DATE: _____
(Printed Parent/Guardian Name) (Parent/Guardian Signature)