



# Facility Rental Form

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

Please fill in all appropriate spaces and sign the form. If you are a first time registrant you must show valid proof of residency (i.e. driver's license, current tax bill, vehicle registration, or home purchase contract) when booking rental. Payment is due at the time of booking. \$50 cash deposit and all rental fees are due at the time reservation is made.

**Head of Household Information\*** (all fields except secondary phone are required)

Head of Household Last Name\* \_\_\_\_\_ First Name\* \_\_\_\_\_

(Head of Household information for Not for Profit rentals should be the name of the contact person)

Name of Organization/Corporation (if applicable) \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Primary Phone (\_\_\_\_) \_\_\_\_\_ Secondary Phone (\_\_\_\_) \_\_\_\_\_

Birthdate (mm/dd/yy) \_\_\_\_\_

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

Date Requested \_\_\_\_\_ Sa Su M Tu W Th F

Time Requested \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Nature of Activity \_\_\_\_\_

Please check all that apply	<b>Romeoville Resident Rooms and Fees</b>
<input type="checkbox"/>	Bodine Room • \$28 per hour • 65 people max
<input type="checkbox"/>	Drdak Room • \$48 per hour • 100 people max
<input type="checkbox"/>	Gymnasium • \$48 per hour
<input type="checkbox"/>	Village Park Pavilion** • \$38 per day
<input type="checkbox"/>	O'Hara Woods** • \$68 per day

Please check all that apply	<b>Non Romeoville Resident Rooms and Fees</b>
<input type="checkbox"/>	Bodine Room • \$42 per hour • 65 people max
<input type="checkbox"/>	Drdak Room • \$72 per hour • 100 people max
<input type="checkbox"/>	Gymnasium • \$72 per hour

Please check all that apply	<b>Not for Profit Rooms for meetings, seminars, practices, or clinics (No charge)</b>
<input type="checkbox"/>	Bodine Room 1
<input type="checkbox"/>	Bodine Room 2
<input type="checkbox"/>	Drdak Room
<input type="checkbox"/>	Gymnasium
<input type="checkbox"/>	After Hours Use • \$25 per hour

Please check all that apply	<b>Not for Profit Rooms and fees for banquets, fund-raisers, or parties</b>
<input type="checkbox"/>	Bodine • \$10 per hour
<input type="checkbox"/>	Drdak Room • \$10 per hour
<input type="checkbox"/>	Gymnasium • \$15 per hour
<input type="checkbox"/>	Gymnasium • \$25 per hour for non Romeoville organizations per gym
<input type="checkbox"/>	Village Park** (4/1-10/31 only) • \$20 per day
<input type="checkbox"/>	O'Hara Woods** (4/1-10/31 only) • \$25 per day

\*\*See the Inflatable Usage Form for using inflatables during outside rentals.

**(over)**

**OFFICE USE ONLY**

Room Fee \$ \_\_\_\_\_ x \_\_\_\_\_ hours = \_\_\_\_\_ + 50 cash deposit (  check if received deposit)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Receipt # \_\_\_\_\_ Confirmation Sent \_\_\_\_/\_\_\_\_/\_\_\_\_ Initial \_\_\_\_\_

# Romeoville Recreation Department Facility Usage Policies

## General facility usage policies for all facilities:

1. Rental date must be reserved at least one week prior to the event. Rental is on a first come, first serve basis. Rental form completion and payment of fees and deposit are due at time reservation is made.
2. Cancellations must be made one week in advance of the reserved date for renter to be eligible for a full refund. Cancellations made less than 7 days prior to the event will be eligible for a refund of only 50%. Refunds will be processed through the Village of Romeoville and will take 14 to 21 days to be processed. Refunds will be mailed to the renter.
3. Not for Profit organizations must contact the Recreation Department at least 48 hours prior to event to cancel rental. Organizations failing to do so will be charged a \$50 fee.
4. Bring in your copy of this form with you on the date of your event.
5. Alcohol is prohibited on village property.
6. Set up time is included in the hourly fee.
7. Because many rentals and programs are scheduled in one day, all renters and guests are asked to leave the facility directly after the time slot that is indicated on this form.
8. In the event the facility rented is needed for Recreation Department activities, renters may be asked to forfeit their reservation for a full refund.
9. Deposit Return - Refundable cash deposit may be picked up at the Recreation Center no earlier than four (4) (due to the inspection period) and no more than ten (10) business days after the event. Deposits must be picked up in person within the four (4) to ten (10) day period. If the rental deposit is not picked up within the time frame the cash will be deposited into the Village of Romeoville General Fund and a check for the amount of the deposit will automatically be requested in the name of the Lessee. Lessee will receive their check for the deposit from the Village of Romeoville approximately four (4) to six (6) weeks after the date of their event. **Renter must present their receipt and proof of identification when picking up their deposit. Deposit will only be released to renter named on receipt.**

## Additional Policies for Bodine Room and Drdak Senior/Teen Center Rentals:

1. Table and chair set up will be provided by our staff. Garbage cans and liners will be provided.
2. Clean up is the responsibility of the renter and requires the removal of all decorations, pick up of garbage, stacking of chairs and clean up of kitchen.
3. Available hours for rental of the Bodine Room are Saturdays and Sundays between 9:00am and 6:30pm.
4. Available hours for rental of the Drdak Senior/Teen Center are Mondays through Fridays between 6:30am and 9:00pm and Saturdays and Sundays between 9:00am and 6:30pm.
5. The Drdak Senior/Teen Center kitchen includes the use of the use of the kitchen sink and stove only. Use of the refrigerator is not included.

## Additional Policies for Gymnasium Rental:

1. One full court rental is available for gym activities only (i.e. basketball, volleyball, kickball and soccer). The North and South Gym will be determined and booked by staff.
2. Participants must follow all gym rules. A copy is available at the Open Gym desk.
3. Available hours for rental are Mondays through Fridays between 6:30am and 9:00pm and Saturdays and Sundays between 9:00am and 6:30pm.

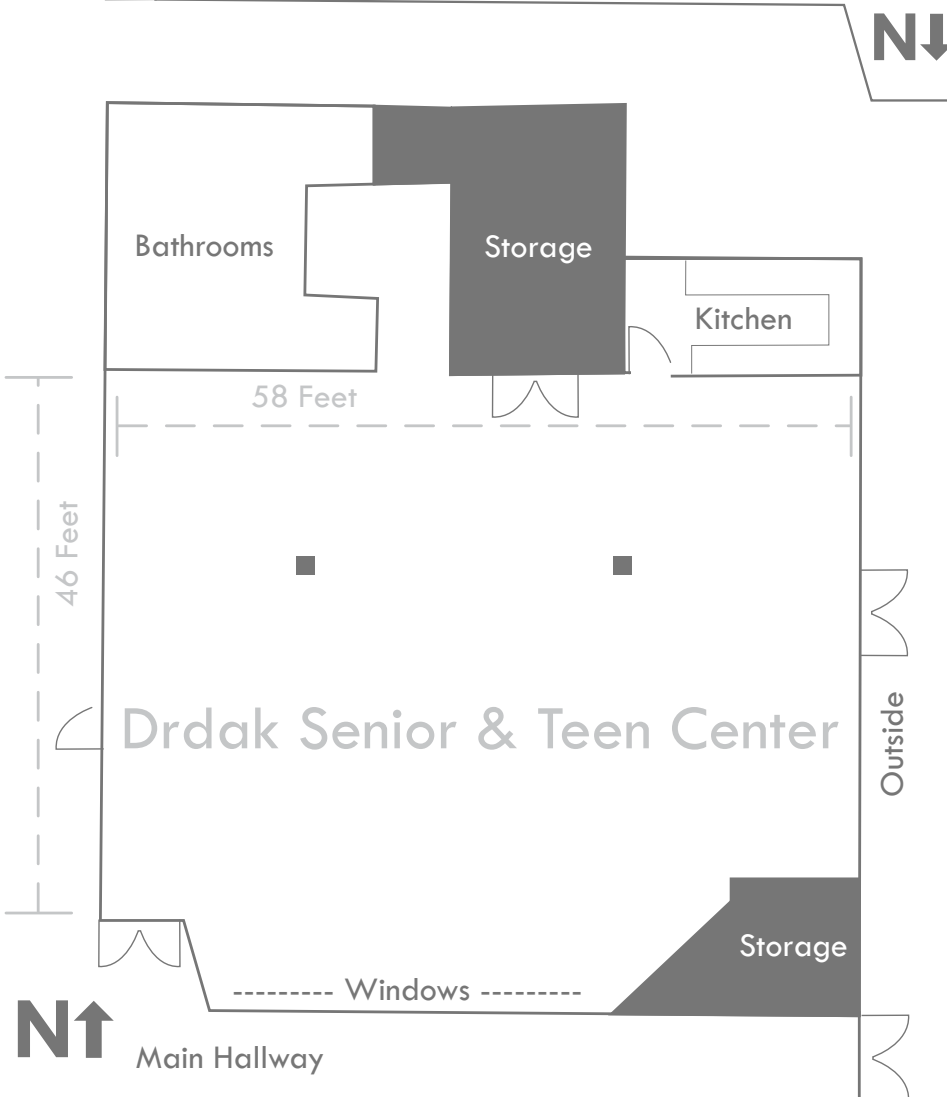
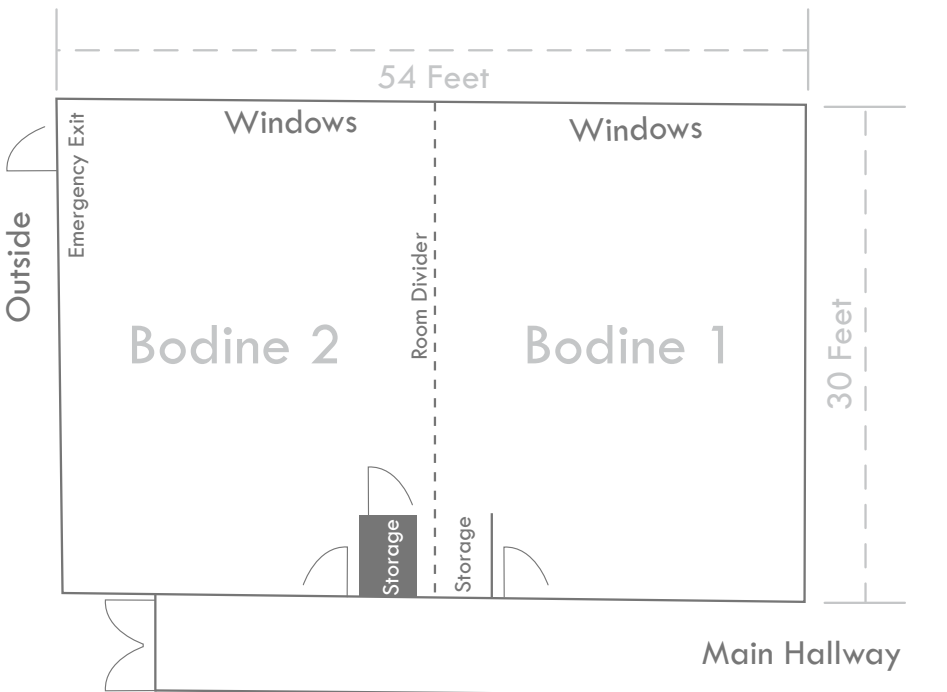
## Additional Policies for Village Park Pavilion and O'Hara Woods Pavilion Rentals:

1. Pavilion will be unavailable to rent during Recreation Department events. Check with the Recreation Department for specific dates.
2. Village Park and O'Hara Woods are available April 1st through October 31st of each year.
3. The renter is responsible for set up/clean up and picnic tables must be moved and put back in the pavilion by the renter. The renter may forfeit all or a part of their deposit if additional maintenance is required. Clean up must include: picking up all garbage and placing it in provided cans; all garbage cans must be placed in shelter, leave bags in cans; all picnic tables must be placed back in shelter; charcoal grills must be cleaned off if used by renter; restrooms must be cleaned; all lights must be turned off; gates and restrooms must be locked when leaving.
4. The Recreation Department will not honor any request for tables and chairs at the outdoor pavilions.
5. Pavilion key shall be picked up and dropped off during office hours: Monday through Friday 9:00am to 9:00pm. Renter must sign the pavilion key out when they pick-it up. The key will be signed in by Recreation Staff when it is returned after the event.
6. Fires are prohibited except in designated areas.

Head of Household Signature \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_ Rental Date: \_\_\_\_\_

**Room Layout** - Please draw the tables (  ) and chairs ( **X** ) layout or select a layout style from the list below.



Classroom Style -

```

X X X X
  Head Table
  [ ] [ ]
X X X X X X X X
  [ ] [ ]
X X X X X X X X
  
```

Square Style #2 -

```

X X X X
X [ ] [ ] [ ] X
X [ ] [ ] [ ] X
X [ ] [ ] [ ] X
X X X X
  
```

Party with Head Table -

```

X X X X
  Head Table
X [ ] [ ] X X [ ] [ ] X
X X X X X X X X
X [ ] [ ] X X [ ] [ ] X
X X X X X X X X
  
```

Head Table with Chairs -

```

X X X X
  Head Table
X X X X X X X X X X
X X X X X X X X X X
X X X X X X X X X X
  
```

**Please draw in any additional setup needed.**

# of people \_\_\_\_\_  
 # of tables \_\_\_\_\_  
 # of chairs \_\_\_\_\_  
 Other equipment needed \_\_\_\_\_  
 \_\_\_\_\_