



Parks & Recreation Department

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

RECREATION INDOOR RENTAL REQUEST FORM

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 _____

RECREATION ROOMS & FEES 900 W. Romeo Rd	RESIDENT RATE	NON RESIDENT RATE	ROMEOVILLE USER GROUP Banquets, Fundraisers, Parties, Practices, Clinics (pre-approval required.)
Bodine Room 1 & 2 • 65 people max	<input type="checkbox"/> \$45/hour	<input type="checkbox"/> \$68/hour	<input type="checkbox"/> \$30/hour <input type="checkbox"/> No charge meeting/seminar
Bodine Room 1 • 30 people max			<input type="checkbox"/> \$15/hour <input type="checkbox"/> No charge meeting/seminar
Bodine Room 2 • 30 people max			<input type="checkbox"/> \$15/hour <input type="checkbox"/> No charge meeting/seminar
Drdak Room • 100 people max	<input type="checkbox"/> \$75/hour	<input type="checkbox"/> \$113/hour	<input type="checkbox"/> \$30/hour <input type="checkbox"/> No charge meeting/seminar
Gymnasium	Full Court		
	<input type="checkbox"/> \$75/hour	<input type="checkbox"/> \$113/hour	<input type="checkbox"/> \$35/hour for Romeoville Organizations
	Half Court		
	<input type="checkbox"/> \$40/hour	<input type="checkbox"/> \$60/hour	<input type="checkbox"/> \$35/hour for Romeoville Organizations
Jungle Safari Indoor Playground Must be booked with Drdak Room or Bodine Room <input type="checkbox"/> Saturday 12:00-2:00pm <input type="checkbox"/> Sunday 12:00-2:00pm <input type="checkbox"/> Saturday 2:30-4:30pm <input type="checkbox"/> Sunday 2:30-4:30pm <input type="checkbox"/> Saturday 5:00-7:00pm* <input type="checkbox"/> Sunday 5:00-7:00pm* <small>*Date/Time pending availability. Hours requested must be within the above time slots. Unless you are booking for 3+ hours.</small>	<input type="checkbox"/> \$55/hour	<input type="checkbox"/> \$83/hour	
Gymnastics Room Must be booked with Drdak Room or Bodine Room Maximum 2 hour rental. Date/Time require approval, pending availability. Includes one gymnastics staff.	Include Obstacle Course		
	<input type="checkbox"/> \$100/hour	<input type="checkbox"/> \$150/hour	
	No Obstacle Course		
	<input type="checkbox"/> \$80/hour	<input type="checkbox"/> \$120/hour	

Room Fee \$ _____ x Hours _____ =Total _____

OFFICE USE ONLY

Add-On Room Fee \$ _____ x Hours _____ =Total _____

Gymnastics: Provide copy to Anne ☐


Grand Total _____ \$100 Refundable Deposit: ☐ Cash ☐ Credit Jungle Safari: Put copy in Birthday Party Binder ☐

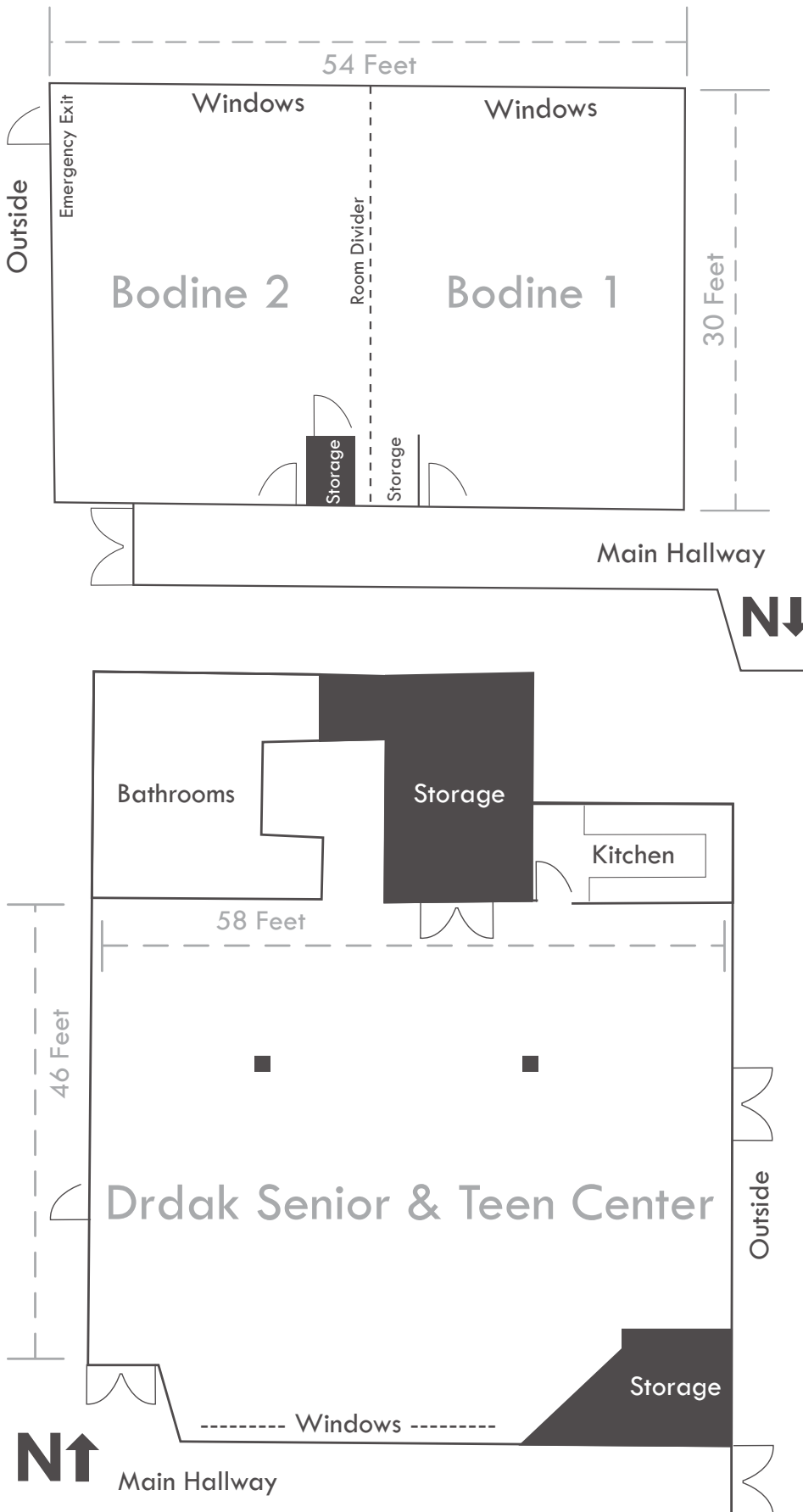
Date ____ / ____ / ____ Receipt # _____ Confirmation Sent ____ / ____ / ____ Front Desk Initial _____

Comments: _____

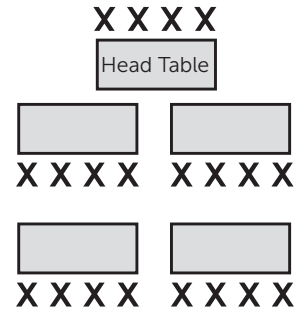
ROMEOVILLE RECREATION CENTER
900 W. ROMEO RD.

Name: _____ Rental Date: _____

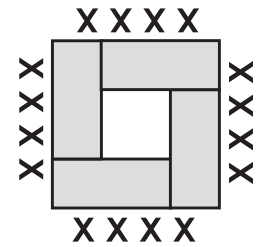
Room Layout: Please draw the tables () and chairs (X) layout or check the layout style from the list below that you would like.



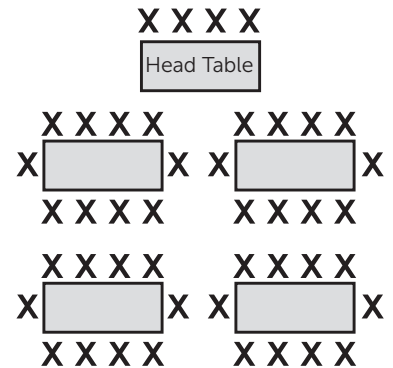
☐ Classroom Style -



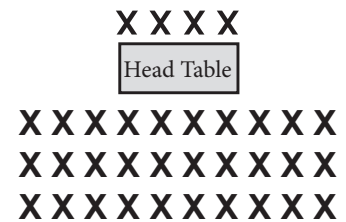
☐ Square Style -



☐ 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.

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** The person whose name is on the rental form is responsible for the reservation and must be present during the duration of the rental.
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. **Changes** must be requested at least **one week in advance** of the reserved date and **must be requested by the person whose name is on the rental form**. All change requests must be submitted using the **Rental Change Form**. Any changes requested during the week of the rental or on the day of the rental will not be approved.
9. **Cancellations** must be made **one week in advance** of the reserved date to receive a full refund. Cancellations made less than seven (7) days prior to the event, will be eligible for a 50% refund. To cancel the reservation, the person who made the reservation must come into the Recreation Center to complete the paperwork in person.
10. 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.
11. 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.
12. Alcohol and smoking are not permitted on Village property.
13. No solicitation is allowed.
14. Animals are not allowed on the Village property, unless used for medical assistance.
15. **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**
16. All organizations and participants are advised that their use of Romeoville Park and Recreation Department facilities and/or participation in Department programs is subject to the provisions of Chapter 94 of the Village Code of Ordinances, including but expressly not limited to those governing personal conduct. Organizations and participants that violate applicable provisions of Chapter 94 of the Village Code of Ordinances may be subject to the suspension or termination of their privileges to use Department facilities or to participate in Department programs, and may be prohibited from future facility use or program participation.
17. Please note that per Section 94.05(R), facility rentals are not available for business/commercial uses without a license agreement and a general use permit.

Initial:

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.
5. **SPRING/SUMMER (APRIL-SEPTEMBER):**
 - a **CANCELLATION AND REFUND POLICY:** 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.
 - b **TRANSFER POLICY:** Date Transfers: Transfers made less than seven (7) days prior to the event, will be required to pay 50% of original rental fee, including new date and fee in full. To transfer a reservation the person who made the reservation must come into the Recreation Center to complete paperwork in person. Only one transfer per reservation.

6. **FALL/WINTER (OCTOBER-MARCH):**

a **CANCELLATION AND REFUND POLICY:** Rental must be cancelled a **minimum 45 days** from the rental date(s) in order to receive a full refund. If you book within the 45 days of rental date, a full refund is not applicable. If the rental is cancelled within 31-45 days before the rental date(s), 50% of rental is owed and deposit is forfeited. Any cancellation within 30 days of rental, 75% of rental fee is owed and deposit will be forfeited.

b **TRANSFER POLICY:** Transfers made less than fourteen (14) days prior to the event, will be required to pay 75% of original rental fee, including the new date and fee in full. Transfers made less than 28 days (28) days prior to the event, will be required to pay 50% of original rental fee, including new date and fee in full. Transfers made less than forty five (45) days prior to the event, will be required to pay 25% of original rental fee, including new date and fee in full. To transfer a reservation the person who made the reservation must come into the Recreation Center to complete paperwork in person. Only one transfer per reservation.

Renter's Signature: _____ Date: _____

ROMEDEVILLE RECREATION DEPARTMENT INDOOR RENTAL ACKNOWLEDGEMENT OF RESPONSIBILITY

Premises Being Rented: _____

The undersigned, as the renter (or authorized agent thereof) of indoor facilities at the Romeoville Recreation Center, acknowledge that the premises being rented by the undersigned (or the undersigned's organization) are in good condition and free from damage other than normal age-related wear and tear, and that it is the responsibility of the undersigned (or its organization) to return the premises to the Village of Romeoville after the conclusion of the rental in the same condition in which the premises were provided to the undersigned. Without limiting the foregoing, the undersigned (or its organization) shall at its sole cost, risk, or expense: (a) promptly remove all its personal property from the rented premises; (b) leave the rented premises in a neat and clean condition; and (c) reimburse the Village for any and all property damage resulting from the undersigned's use of or rental of the premises in question. To that end, in the event of such damage, Village shall advise the undersigned of the occurrence of such damage, and may apply any deposits held by the Village from the undersigned toward the cost to repair such damage. Any amount not covered by any deposit will be billed to the undersigned or its organization, payable to the Village within thirty days of the date of said billing. The undersigned further acknowledges that it has provided the Village with a certificate of insurance evidencing its insurance coverage, which shows the Village as a named insured by written endorsement. In the event that the undersigned or its organization fails to timely reimburse the Village for any damage to rented premises, the undersigned and its organization acknowledge that the undersigned or its organization will be ineligible to rent from the Village or to participate in Village programs or use Village facilities until reimbursement is made in full.

Renter/Authorized Agent: _____ Date: _____

Renting Organization: _____

ROMEORVILLE 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.

PERSONAL CONDUCT

All organizations and participants are advised that their use of Romeoville Park and Recreation Department facilities and/or participation in Department programs is subject to the provisions of Chapter 94 of the Village Code of Ordinances, including but expressly not limited to those governing personal conduct. Organizations and participants that violate applicable provisions of Chapter 94 of the Village Code of Ordinances may be subject to the suspension or termination of their privileges to use Department facilities or to participate in Department programs, and may be prohibited from future facility use or program participation.

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)