



FACILITY & EQUIPMENT \$100 RENTAL DEPOSIT

PARKS & RECREATION DEPARTMENT

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

REFER TO FACILITY RENTAL AGREEMENT FOR RENTAL POLICIES

☐ **CASH DEPOSITS** must be picked up by the Lessee between 4 and 10 business days after the rental (____ / ____ / ____) thru (____ / ____ / ____). 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.

☐ **CREDIT CARD DEPOSITS** will be credited four to ten 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 be issued to the original credit card used for the rental and will appear based on the individual credit card company's policy.

Last 4 digits of credit card: _____ Expiration Date: ____ / ____

After 90 days of the transaction, refunds will be issued by check.

CHECKS are **NOT** accepted for facility rental deposits.

Lessee's Initials	Name of Room/Facility: _____ Date of Rental: ____ / ____ / ____
	Lessee Name: _____ Phone Number: (____) ____ - ____ (Lessee must be the same individual signing the Facility Rental Agreement)
_____	Room Rental: Please call 5 days in advance with changes to room setup (815) 886-6222.
_____	Deposit: Will be authorized for refund between 4 and 10 business days after the rental date and once the rented space has been inspected to ensure cleanup was complete, no damage is present to the property, and all equipment, keys, FOB, etc. are returned.
_____	Keys/FOB: a copy of the Lessee's state-issued ID or driver's license must be left at the Recreation Center until the key/FOB is returned. Keys for rentals must be returned no later than 9:30am following the day of the rental
_____	Equipment: A copy of the Lessee's state issued ID or driver's license must be left at the Recreation Center until all borrowed equipment is returned. Items must be returned no later than 9:30am following the day of the rental. Checklist for all equipment must be completed and verified when returned.
_____	Inflatable Deposit: An additional \$100 deposit and \$75 fee is required for inflatables. An application for an inflatable must be completed and a copy of insurance must be provided 14 days in advance of rental.
_____	Key/FOB Entry: For rentals at the Fire Department, keys/FOBs can be picked up 1 day in advance of rental and must be returned to the Fire Department 1 day after rental.

DEPOSIT REFUND:

____ / ____ / ____ Date cash picked up ____ (Initials)

____ / ____ / ____ Date credit card refunded ____ (Initials)

____ / ____ / ____ Date refunded check requested ____ (Initials)

☐ Attach copy of Lessee's state-issued ID

EQUIPMENT RENTAL

Attach a copy of the Lessee's state-issued ID to the form before equipment can be distributed.

EQUIPMENT PROVIDED

1. Nancy Aldridge Pavilion - Shuffleboard Equipment

Customer
Initials

_____ 16 Bags
_____ 8 Discs
_____ 4 Shuffleboard Cues (sticks)

2. O'Hara Woods - Bean Bag Equipment (2 sets available)

Customer
Initials

_____ 8 Bean Bags (1 set)
_____ 8 Bean Bags (1 set)

3. Other (please list park name, quantity, and items):

Customer Initials	Park Name	Qty	Description of Equipment
_____	_____	_____	_____
_____	_____	_____	_____

_____ Equipment Provided (Front Desk initials - print) Date Equipment Provided: ____/____/____

EQUIPMENT RETURNED

All items returned and in the same condition: _____ YES _____ NO

If NO, please describe: _____

Lessee's Signature ____/____/____
Date

_____ Equipment Returned (Front Desk initials - print) Date Equipment Returned: ____/____/____