

RENTAL GUIDELINES

Reservation, Deposit & Payment

- ◆ Reservations may be completed online or in person at The Arc Center
- ◆ All rentals will be processed on a first-come, first-serve basis.
- ◆ The Park District reserves the right to reject any rental which it feels is not appropriate.
- ◆ The Park District reserves the right to modify the deposit and/or rental fees if deemed necessary based on the size or scope of the rental request.
- ◆ All reservations will be reviewed, and the Park District reserves the right to deny based on: park policy, nature of rental, and facility/staff availability.
- ◆ Renter filing request must be at least 21 years of age and must be in attendance the entire duration of the event.
- ◆ Payment in full of all fees is required to secure rental.
- ◆ Any renter who stays beyond their scheduled time will be required to pay for additional time.
- ◆ The "rental period" is defined as the entire amount of the time during which the renter occupies the facility. **This includes time for set-up and take-down. Facility use will be the time designated on the application.** The Park District's clock shall be the official time. If the renter fails to show within 30 minutes of their rental start time, they will be judged as a "No Show."
- ◆ The West Chicago Park District shall not be liable for damages or its failure to perform due to contingencies beyond its reasonable control, including, but not limited to, fire, storm, earthquake, explosions, public disorder, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, equipment failures, building failures, or acts of God/nature.
- ◆ Room rentals are not permitted on any of the following holidays: New Year's Eve, New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve or Christmas Day.

Security Deposit, Cancellation & Refund Policy

- ◆ A deposit is required for all room rentals as listed. Deposit is increased to \$500 if alcohol is served. When filling out the request form, the exact time of arrival and departure must be stated. The security deposits will be returned provided there is no damage to the rented area, excessive cleanup required, and the scheduled hours of the rental were adhered to.
- ◆ A refund of rental fees and deposits paid will be granted minus a 10% service charge if requests are received in writing 7 days in advance of the rental date. For requests received less than 7 days in advance, room rental fees are non-refundable. All fees associated with alcohol permits/insurance are non-refundable.
- ◆ If the room is not left in satisfactory condition according to a post-rental checklist or staff reports, or you arrive prior to or stay longer than your approved rental time, the West Chicago Park District may keep all or part of the deposit and/or charge an additional fee. The organization or renter shall assume liability for any damage done to the building, equipment or area being used and will be responsible for leaving the facility in satisfactory condition. The security deposit will be refunded if the facilities rented are found to be in acceptable condition as to cleanliness, timeliness and damage following the rental.

Room Usage

- ◆ The building, facilities or equipment shall not be used by any person(s), corporation or non-profit organization for private or business profit or gain.
- ◆ Any materials/decorations brought in must be removed at the end of the rental. **No decorations may be taped or tacked to any wall, door, window, light fixture, drapes or any other surface in the room.**
- ◆ Any room/area rented must be left in the same condition as you found it. The Park District will remove the filled garbage can liners and replace them.
- ◆ **If the fire alarms are activated, the renter will be responsible for all costs incurred to reset the systems.**
- ◆ It is understood that all renters and their guests will comply with the rules, regulations and ordinances of the West Chicago Park District, City of West Chicago and the State of Illinois in use of the facility.

- ◆ The ARC Center is a multi-use facility. Please be aware that there may be other activities/programs/events taking place in the building during your rental. **Use of the facility by the renter and all parties present is confined to those areas rented and public restrooms only.** No other areas of the building may be accessed.
- ◆ Candles may not be used as decorations for any rental. Use of smoke/fog machines is not permitted.

Insurance

- ◆ The Park District provides no health/accident insurance for groups using its facilities. Groups may be requested to provide a Certificate of Insurance, signifying that they have sufficient insurance coverage.

Food and Drink

- ◆ Renter may not bring alcoholic beverages onto Park District property unless liquor insurance has been purchased. Liquor liability insurance must be secured by the renter through <http://www.theeventhelper.com/partner/pdrma>. Verification of purchase of liquor license is required within 7 days of securing rental date.
- ◆ Beer, Wine and Champagne only – no hard alcohol is permitted.
- ◆ Consumption of alcohol by ages 21 and over only – strictly enforced.
- ◆ Alcohol may not be sold (a.k.a. "cash bar").
- ◆ Admission may not be charged to enter event.
- ◆ **All food and drink must be kept in the area being rented; participants may not carry food/drink to other areas of the building or outdoors.**
- ◆ No BBQ or open flame food cooking is permitted.
- ◆ There is no refund for alcohol permit fees and the fees are non-transferrable.
- ◆ Insurance fees are subject to The Event Helper guidelines.

Conduct and Supervision

- ◆ All renters and their guests are expected to act in an orderly fashion and are financially responsible for any damage occurring to the building, grounds, or equipment.
- ◆ For any function, a competent adult (21 years of age or older) or chaperones must be provided by the renter for supervision. Park District staff will not act as chaperones. If the rental is a youth function, the renter must have 1 adult for every 10 youths under the age of 21.
- ◆ All rentals will be overseen by Park District Staff Rental Attendants. They are empowered to restrict the group's misuse of the facility and protect Park District property from the renters and their guests due to conduct before, during, and after the rental time has expired. Should guests become unruly, the renter must assist the park staff in performing his/her duties. It is the responsibility of the renter to notify guests of the duties and authority of the supervisor/staff.
- ◆ The Building Supervisors, Rental Attendants and Park District staff are not on duty to assist with the renter's activities.

Equipment.

- ◆ The West Chicago Park District is not responsible for loss, theft or damage of personal property or equipment.

General Policies

- ◆ Smoking is not permitted in West Chicago Park District Facilities in compliance with the Illinois Clean Air Act.
- ◆ Smoking is not permitted within 15 feet of the building in compliance with the Smoke Free Illinois Act.
- ◆ The renter gives the Park District the right to pursue collection methods for bad checks, damages or additional time used, and agrees to pay for such methods.
- ◆ The renter and/or organization using this facility agrees to comply with the intent of the Americans with Disabilities Act and will not discriminate in any way against a person with a disability. All costs of doing so will be the responsibility of the organization or the renter.
- ◆ Not complying with these facilities usage stipulations will result in cancellation of the usage, even if the rental time has not expired, and forfeiture of all monies paid.
- ◆ Rates and policies are subject to change.