

West Chicago Park District Court Rental Guide

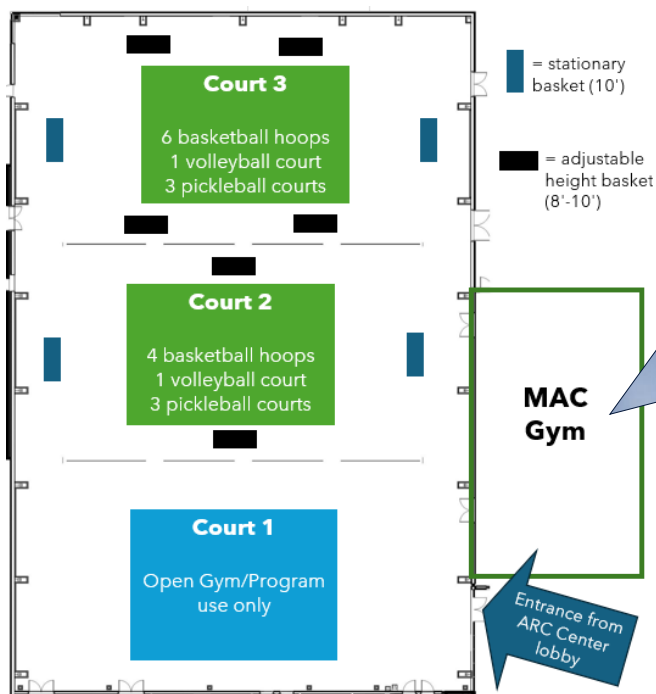


FACILITIES

Court rentals are available at the ARC Center or ZONE250. Both facilities are located within Reed-Kepper Park in West Chicago and parking is available outside both buildings and throughout the park. Locker rooms are not available.



The ARC Center is located at 201 W. National Street, West Chicago, IL 60185. The gym has up to two courts that can be rented plus the MAC Gym. Courts at the ARC Center can be rented for volleyball, basketball, soccer, futsal, and pickleball. The MAC Gym can be rented for soccer, futsal, baseball, softball, and agility training. ARC Center court rentals are rented by court for a minimum of one hour. After one hour they may be rented in additional 30-minute increments. Court rentals are available during facility hours (Monday-Thursday 5:30a-9:00p, Friday 5:30a-7:00p, Saturday-Sunday 7:00a-7:00p).



ZONE250 is located at 250 W. National Street, West Chicago, IL 60185. Courts rentals at ZONE250 may include basketball, volleyball, soccer, futsal, cricket, baseball, and softball. Court 2 has a batting cage that can be lowered for softball and baseball use if requested ahead of time (includes use of L-screen). Court rentals at ZONE250 include both courts and the lobby area. Rentals are hourly with a two-hour minimum per rental and in 30-minute increments after two hours. ZONE250 is an exclusive use facility, and the renter is responsible for entry and securing the facility using a provided code.



RESERVATIONS

Court rental reservation requests must be submitted at least 14 days prior to requested rental date. The court rental request form can be found on our website (we-goparks.org/court-rentals). Please allow up to three business days for the reservation to be reviewed. Once approved, denied, or if more information is needed, the renter will be contacted via email.

The West Chicago Park District reserves the right to deny any rental based on inappropriate nature, park policy, and/or facility/staff availability. The Park District also reserves the right to

modify rental fees and/or security deposits if deemed necessary based on size and scope of the rental request. The renter filing the request and providing payment must be at least 21 years old and be in attendance for the entire duration of the rental.

The West Chicago Park District shall not be liable for damages or its failure to perform due to contingencies beyond reasonable control, including, but not limited to: fire, storm, earthquake, explosions, equipment/building failure, lockouts, labor shortage, public disorder, sabotage, acts of god/nature.

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. If the renter fails to show within 30 minutes of their rental start time, they will be judged as a "no show" and all rental fees will be forfeited. When filling out the request form, the exact time of arrival and departure must be stated.

Court rentals are not permitted on the following observed holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. Limited hours may be available on Easter, Christmas Eve, and New Year's Eve.

Court rental reservations are accepted on the schedule below:

Rentals for November, December, January, February, March

Requests accepted starting August 1

Review of requests begins August 15

Confirmation of availability sent to renter by August 31

Rentals for April, May, June, July, August

Requests accepted starting January 1

Review of requests begins January 15

Confirmation of availability sent to renter by January 31

Rentals for September, October

Requests accepted starting June 1

Review of request begins June 15

Confirmation of availability sent to renter by June 30

Reservations will be reviewed and booked in the following order:

Group 1: West Chicago Park District programs, events, contracted programs

Group 2: Community Organization and Community School District usage (#25, #33, #94, #303)

Group 3: Prior year renters - organizations, individuals, tournaments

Group 4: West Chicago based organizations/individuals - one day or weekly rentals and new tournaments/large events

Group 5: Non-West Chicago based organizations/individuals - one day or weekly rentals

COURT RENTAL FEES

Court rental rates include usage of the court and permanent equipment (e.g. basketball hoop, volleyball stanchions & net, pickleball nets).

The game package includes use of the scoreboard and player chairs set up by our staff.

To qualify for resident pricing, the individual or organization must be based/live in the West Chicago Park District boundaries or 60% of players/participants who live in West Chicago Park District boundaries. The renters must submit proof of residency with the request form to qualify for resident rates.

*A deposit may be requested depending on usage, size of request, etc.

Rates are per hour	Court Rental		Game Package	
	Resident	Non-Resident	Resident	Non-Resident
ARC Center (per court)	\$65	\$78	\$75	\$88
ZONE250 (two courts)	\$140	\$168	\$160	\$188

Rates are per hour	Resident	Non-Resident
MAC Gym	\$60	\$72

PAYMENT

Payment is due at time of booking for one day rentals. If an organization/individual is booking a weekly rental, an invoice will be issued to the renter via email every two months. Payment of the invoice will be due two weeks after the invoice is sent.

Balances can be paid in person at the ARC Center front desk (check, cash, or credit card) online with a credit card, or a check mailed to the Park District. Please make checks out to West Chicago Park District and include the organization or renter name on the memo line.

Our mailing address is: West Chicago Park District
201 W. National Street
West Chicago, IL 60185

If a deposit is requested, it will be due at time of booking. All deposits are refunded via check once the reservation has concluded and mailed to the renter. Please allow up to 15 business days following the end of the rental for the deposit refund to be mailed. The security deposit will be returned provided there is no damage to the rented court/facility, excessive cleanup required, no additional time was needed, and/or facility is not properly secured (if renting ZONE250).

CANCELLATIONS

All cancellations must be received in writing and sent to the Recreation Supervisor (thutton@we-goparks.org) at least seven days prior to the rental date. Cancellations past this point are not permitted and fees are non-refundable.

Tournaments (please see tournament section for more information) must cancel in writing at least 14 days prior to the rental date. If cancelled less than 14 days ahead of reservation date, a \$75 service fee will be charged from the deposit. Cancellations less than seven days prior to the rental date are not permitted and all rental fees and the deposit will be forfeited.

If West Chicago Park District closes its facilities (see page 3), rentals will be cancelled and fees for that date will be refunded. Please check [Rainout Line](#) for any updates.

INSURANCE

The Park District provides no health/accident insurance for groups using its facilities. Renters may be requested to provide a certificate of insurance (COI) listing West Chicago Park District as an additional insured for general liability and signifying that they have sufficient insurance coverage. Organizations are required to provide a certificate of insurance at least one week prior to their rental date.

The following instructions may be sent to the insurance company to request the COI:

We are requesting that you have your insurance company forward a certificate of insurance showing current policy information for general liability, worker's compensation, and auto coverage. In regards to general liability, the West Chicago Park District must be listed as an additional insured. Please use the following statement: "The West Chicago Park District is named additionally insured with respect to liability arising out of the Named Insured's operations and/or activities."

Please have the West Chicago Park District listed as the certificate holder and mail it to 201 W. National Street, West Chicago, IL 60185.

The COI can also be emailed to the Recreation Supervisor (thutton@we-goparks.org).

If an organization fails to provide the certificate of insurance at least one week prior to the rental, the reservation will be cancelled, and all fees paid are forfeited. Organizations are responsible for ensuring the Park District always has a non-expired COI during their usage.

TOURNAMENTS

Tournaments are defined as an individual or organization renting a total of four or more hours of court time per day. A deposit of \$200 is required at time of booking for all tournaments (subject to change based on size of tournament). The deposit will be refunded after the tournament date in the form of a check.

Please see cancellation section above for the tournament cancellation policy.

Renters may not charge for parking or reserve parking spaces. Admission may not be collected onsite at the ARC Center but can be collected at ZONE250. Concessions may not be sold at the ARC Center or ZONE250 without permission from the West Chicago Park District.

Additional custodial needs may be required based on the size and scope of the event. Any additional custodial fees incurred by the Park District will be charged to the renter.

FACILITY GUIDELINES

- All renters and their guests/spectators are expected to act in an orderly fashion and are financially responsible for any damage occurring to the building, grounds, and/or equipment.
- Rentals should only access the court they have reserved and may not use courts designated for open gym and/or Park District programs without purchasing the proper admission and/or registration.
- For any function, an 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 one adult for every 10 individuals under the age of 21.
- All rentals will be overseen by Park District staff. 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 their duties. It is the responsibility of the renter to notify guests of the duties and authority of the Park District staff.
- Park District staff are not on duty to assist with the renter's activities.
- The West Chicago Park District is not responsible for loss, theft, or damage of personal property or equipment.
- User must bring their own sporting equipment (e.g. basketball, volleyball, soccer ball, pickleball).
- Park in marked spaces in the parking lot. Parking is not allowed in fire lanes, grass, etc. Renters may not charge for parking or reserve parking spaces.
- Admission may not be collected onsite at the ARC Center but can be collected at ZONE250.
- Concessions may not be sold at the ARC Center or ZONE250 without permission from the West Chicago Park District. Vending machines are available at both facilities.
- Music/speakers may not be used at the ARC Center. Music is okay at ZONE250 provided it is at a reasonable volume that cannot be heard outside the facility. The Park District does not provide speakers, but a renter may bring their own speaker for use at ZONE250.
- Alcohol is not permitted.

- Food is not allowed on the courts but can be consumed in the lobby at ZONE250 and the ARC Center. Only drinks with lids are allowed on the courts at both facilities.
- Smoking and e-cigarettes are not permitted in West Chicago Park District facilities in compliance with the Illinois Clean Air Act. Smoking and e-cigarettes are 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 the 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.
- No animals, except service animals, are allowed in the facility.
- Not complying with these facility 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.

FREQUENTLY ASKED QUESTIONS

How can I check available dates for a court rental?

Current availability can be checked by contacting the Recreation Supervisor at thutton@we-goparks.org (availability is subject to change).

How can I book a rental?

Court rentals may be requested by filling out the court rental request form found on our website (we-goparks.org/court-rentals).

I have a personal account with the Park District. Can I set up a second account for my organization to book their rentals?

Yes, if the rental is for an organization we will create a separate account for that organization/business. Please include the organization name and type on the rental request form. If multiple individuals will be booking on behalf of the organization, please let the Recreation Supervisor (thutton@we-goparks.org) know so we can get them added as users on that account.

Is a certificate of insurance required?

A certificate of insurance (COI) is required for all organization/business booking our facilities. The COI must name West Chicago Park District as additional insured for general liability. Depending on the nature of the rental, we may request a COI from an individual. COI's need to be submitted at least one week prior to the rental.

What is provided with my rental, and can I store equipment at your facility?

Renters should bring all necessary equipment (e.g. soccer ball, basketball, volleyball) for their practice/game. Equipment may not be stored at any West Chicago Park District facility without written permission from the Superintendent of Recreation. The West Chicago Park District is not responsible for lost, stolen, or misplaced items.

Can I charge admissions for my tournament?

Admission may not be charged onsite at the ARC Center. Spectators may prepay, but no currency may be exchanged at the ARC Center. Admission may be charged at ZONE250.

I am a resident and want to book a court rental for a friend? Can I do so?

You can book the court rental but must be present for the entire duration of the rental.

QUESTIONS?

Please contact Taylor Hutton, Recreation Supervisor at thutton@we-goparks.org prior to requesting a reservation.