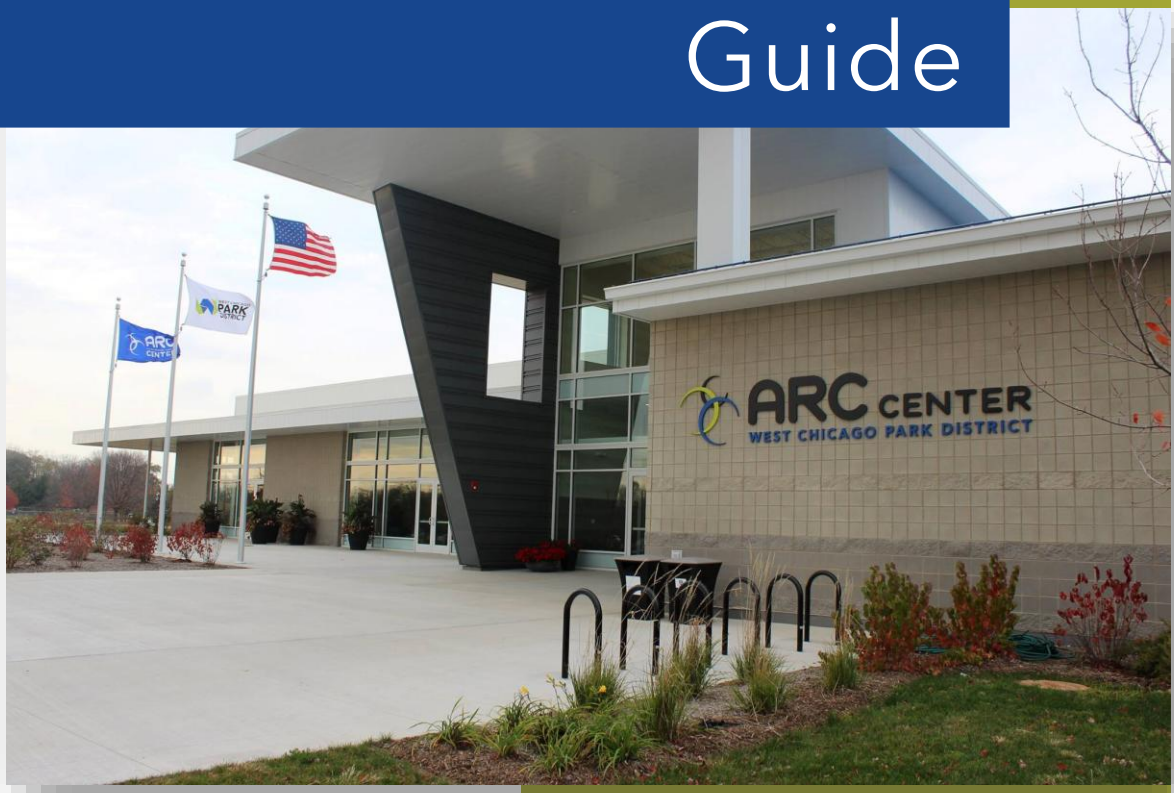
West Chicago Park District ARC Center Room Rental Guide



WEST CHICAGO PARK DISTRICT

we-goparks.org/room-rentals

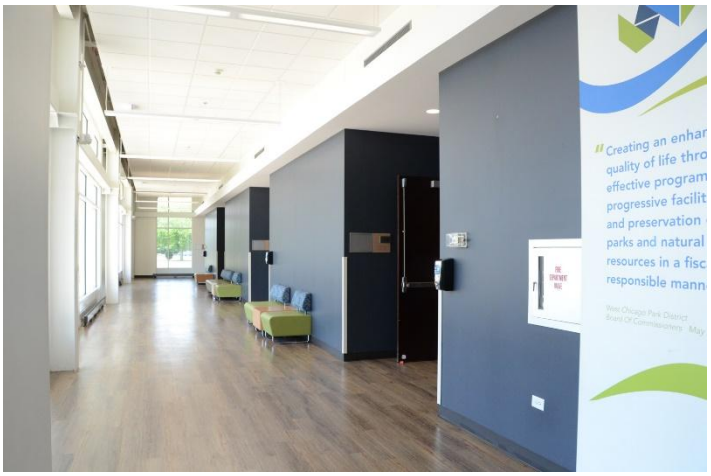
Updated May 2026

FACILITY INFORMATION

Room rentals are available at the ARC Center (201 W. National Street, West Chicago, IL 60185), located in Reed-Keppler Park. The ARC Center is West Chicago Park District's facility where room rentals are offered. Rooms are available to rent by the hour in full hour increments for a minimum of two hours. Room rentals are available during facility hours (Monday-Thursday 5:30am-9:00pm, Friday 5:30am-7:00pm, Saturday-Sunday 7:00am-7:00pm). Rooms may extend past regular facility hours on Friday night and Saturday night until 12:00am for an additional fee.

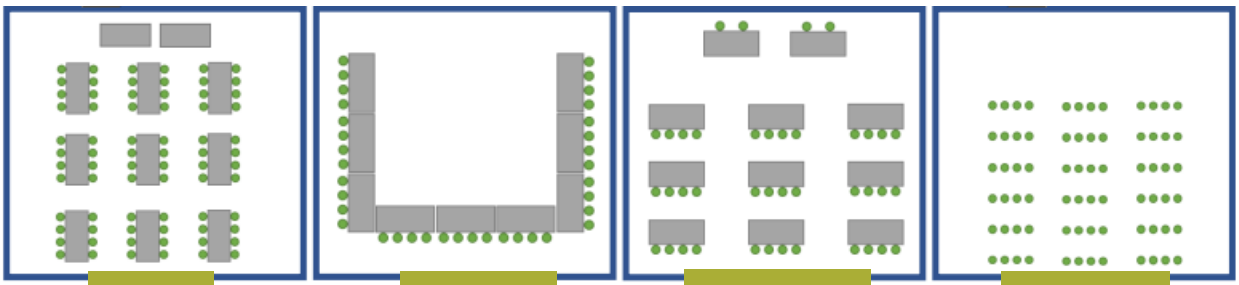
	Times	After Hours (additional fees apply)
Monday-Thursday	5:30am-9:00pm	Not Available
Friday	5:30am-7:00pm	7:00pm-12:00am
Saturday	7:00am-7:00pm	7:00pm-12:00am
Sunday	7:00am-7:00pm	Not Available

The ARC Center has three event rooms available to rent: Maple (105), Oak (106), Willow (107). The Maple and Oak rooms can be combined to create one larger space, the Maple/Oak Combo (105+106). Additionally, the Catering Kitchen is available for an additional fee. The event rooms are located off the hallway at the front of the facility. Restrooms are available in the main lobby.



Optional add on rentals include gym courts (during facility hours and after hours depending on availability), TreeTop Escape Open Play wristbands, and after-hours private rentals of TreeTop Escape.

Rooms can be set up in configurations including party, meeting, classroom, and theater:



ARC Center room rentals offer 8' rectangular tables and 72" round tables for seating. Additional tables for food, presents, etc. are 8' rectangular tables. The Park District reserves the right to limit the number of tables, chairs, or change a set-up due to safety concerns or availability of requested table type.

The following features are available in each room:

	Maple (105)	Oak (106)	Maple/ Oak Combo (105+106)	Willow (107)
Maximum headcount for theatre set-up	50	150	200	80
Maximum headcount for party set-up	48	136	180	72
Maximum headcount for meeting set-up	30	80	92	44
Maximum headcount for classroom set-up	40	96	160	48
Direct catering kitchen access	X	X	X	
Refrigerator/freezer in room				X
Projector with HDMI input		X	X	
TV with HDMI input	X		X	X
Table and chairs with set-up by our team	X	X	X	X



The **Maple Room (105)** is the smallest event space and can accommodate a maximum of 50 people. A wall mounted TV with HDMI input is available for use. When rented, this room has direct access to the catering kitchen.

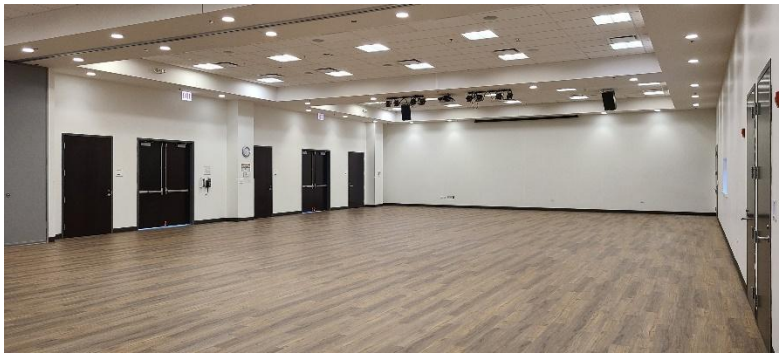
The **Willow Room (107)** can accommodate a maximum of 80 people seated. It has a buffet counter area with sink and refrigerator/freezer in the room. A wall mounted TV with HDMI input is available for rental use. This space does not have direct access to the catering kitchen, but is the only event room with windows featuring a picturesque view of Reed-Keppler Park.





The **Oak Room (106)** has a maximum capacity of 150 people. The room features a projector with HDMI input and drop-down screen. Direct access to the catering kitchen, including a window from the catering kitchen to the Oak room, can be utilized if renting the catering kitchen.

*Table coverings are not provided and must be supplied by the renter, if desired.



The **Maple/Oak Combo (105+106)** is the largest room combining the Maple and Oak rooms into one space. This room has a maximum capacity of 200 people. On the Oak room side, a projector with HDMI input and drop-down screen are available. A wall mounted TV with HDMI input is available on the Maple room side. This room has direct access to the catering kitchen and pass through window from the catering kitchen available when the catering kitchen is rented.



The **Catering Kitchen** includes use of the refrigerator, freezer, oven/stove, counter space, and three compartment sink. The Maple, Oak, and Maple/Oak Combo offer direct access to the catering kitchen. If renting the Willow room, the catering kitchen can be accessed off the lobby by TreeTop Escape. There is a pass-through window from the catering kitchen to the Oak room. Catering Kitchen rentals are available on a first come, first serve basis and must be rented for the entire duration of the room rental.

RESERVATIONS

Room rental reservation requests must be submitted to the Recreation Supervisor at least 14 days prior to requested rental date. If alcohol is being served at the rental, and/or the rental continues after facility hours, the rental request must be submitted at least 30 days ahead of the requested rental date. The rental request form must be filled out completely and

submitted via email to thutton@we-goparks.org or at the ARC Center front desk. 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. Room rentals requests are accepted up to six months ahead of reservation date.

Renters must be at least 21 years of age and are responsible for the rented space, any damages incurred, and the conduct of their guests and vendors. The individual submitting the request form must be the renter and is required to remain on-site for the entire duration of the rental. Renters must show an ID at rental check-in.

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 reserves the right to modify rental fees and/or security deposits if deemed necessary based on size and scope of the rental request.

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. Room 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.

Reservation Process:

1. Submit the rental request form found online or at the ARC Center front desk. Form will be reviewed by the Recreation Supervisor and the renter will be contacted via email within three business days. Upon form completion, and if the space is available for rental, it will be reserved, and a contract will be sent via email notifying the renter the reservation has been made. If the space is not available, or more information is needed, the renter will be contacted via email with this request.
2. The renter pays the deposit and returns the signed rental contract within 24 hours of confirmation email. Full payment of rental fees is due 30 days out from reservation date. Any certificate of insurance from vendors or liquor liability insurance is due at least 14 days prior to the rental date.
3. A final confirmation email is sent to the renter approximately 1.5 weeks prior to the reservation date confirming all details the Park District has on record and if anything else needs to be completed prior to the rental date.

ROOM RENTAL FEES

Rental rates and after-hours fees are hourly. Rooms must be rented for a minimum of two hours. After two hours, rooms are rented by the hour. Room rental rates are divided into two categories depending on day. "Peak" pricing is effective for any rental on a Saturday or Sunday. "Non-peak" pricing applies to rentals that are Monday-Friday. If the catering kitchen is added to a reservation, it is rented for the duration of the room rental period.

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

A deposit is required for all room rentals and rental of the catering kitchen. The deposit is due within 24 hours of the rental confirmation email. If the room is not left in satisfactory condition according to a post-rental checklist or staff reports, or renter arrives prior to or stays longer than your approved rental time, the West Chicago Park District may keep all or part of the security 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.

Deposit		
	Rental Without Alcohol	Rental With Alcohol Served
Maple (105)	$100	$250
Oak (106)	$200	$450
Maple/Oak Combo (105+106)	$250	$500
Willow (107)	$125	$275
Catering Kitchen	$50	$50

Rental Fees Without Alcohol				
Rates are per hour	Peak (Saturday & Sunday)		Non-Peak (Monday-Friday)	
	Resident	Non-Resident	Resident	Non-Resident
Maple (105)	$75	$90	$55	$66
Oak (106)	$125	$150	$105	$126
Maple/Oak Combo (105+106)	$155	$186	$135	$162
Willow (107)	$105	$126	$85	$102
After Hours Fee (*after 7pm on Friday & Saturday*)	$85/hour + rental fees			

Rental Fees With Alcohol Served				
Rates are per hour	Peak (Saturday & Sunday)		Non-Peak (Monday-Friday)	
	Resident	Non-Resident	Resident	Non-Resident
Maple (105)	$80	$95	$60	$71
Oak (106)	$130	$155	$110	$131
Maple/Oak Combo (105+106)	$160	$191	$140	$167
Willow (107)	$110	$131	$90	$107
After Hours Fee (after 7pm on Friday & Saturday)	$85/hour + rental fees			

PAYMENT

The deposit and signed contract are due within 24 hours of the room being reserved. Full payment of rental fees are due 30 days out from the reservation.

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. The Park District mailing address is:

West Chicago Park District
201 W. National Street
West Chicago, IL 60185

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.

CANCELLATIONS AND CHANGES

All cancellations must be received in writing and emailed to the Recreation Supervisor (thutton@we-goparks.org) at least 14 days prior to the rental date to receive the deposit refund less a $75 service fee. Cancellations past this point are not permitted and the deposit and fees are non-refundable. If the liquor liability insurance has been purchased, the renter must contact Event Helper to determine if a refund of insurance fees is possible.

If West Chicago Park District closes its facilities (see page 4), rentals will be cancelled and fees for that date will be refunded. Please check Rainout Line for any updates.

INSURANCE AND VENDORS

The Park District provides no health/accident insurance for groups using its facilities. Renters may be required 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. When requested, the renter is required to provide a certificate of insurance listing West Chicago Park District as additional insured at least two weeks prior to their rental date.

If a renter would like a vendor to be present at their rental, their certificate of insurance listing West Chicago Park District as additional insured for general liability is also needed. Vendors include, but are not limited to: band, DJ, catering, face painter, balloon artist, dessert cart, photobooth, clown, characters, bartender, etc.

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 a renter fails to provide the certificate of insurance at least two weeks prior to the rental, the reservation will be cancelled, and all fees paid are forfeited. Renters are responsible for ensuring the Park District always has a non-expired COI during their rental usage.

Vendors who do not provide their certificate of insurance at least two weeks before the rental will not be able to attend. The renter is responsible for ensuring their vendor has sufficient insurance coverage and the COI has been turned into the Park District on time.

ALCOHOL

When a rental serves alcohol, a West Chicago Park District staff member 21 years of age or older must be present. Liquor liability insurance from Event Helper is required. The liquor liability insurance must be purchased at least two weeks prior to the rental date. The type of event and attendance must match what is on record with the Park District. Information and instructions for purchasing the liquor liability insurance through Event Helper will be included in the rental confirmation email sent to the renter.

Only wine, canned or bottled beer, canned hard seltzer, and canned or bottled malt beverages may be served. Kegs and hard liquor are prohibited. Alcohol may only be served to individuals who are 21 years of age or older. Serving alcohol to minors is strictly prohibited and will result in immediate termination of the rental and all fees/deposits paid will be forfeited. The renter is responsible for ensuring that no one underage consumes alcohol, that no guests are over-served, and that all attendees have a safe means of transportation home.

Alcohol may not be sold (e.g. "cash bar"). All alcohol must remain in the rented room and cannot be consumed in the hallways, lobby, catering kitchen, or outdoors. Last call for alcohol at a rental must occur one hour prior to the end of the rental period.

OTHER RENTAL FEES

The catering kitchen is available as an add on to a room rental and if selected is rented for the entire duration of the room rental. Rental of the catering kitchen includes usage of the stove, oven, sink, refrigerator, and freezer. The renter must provide all utensils and pots/pans needed. All food, drink, and the renter's personal belongings must be removed from the catering kitchen at the rental end time.

During TreeTop Escape open play hours, admission can be purchased for a reduced rate of $9/wristband when requested at least two weeks prior to the rental. After that point, TreeTop Escape open play admission may be purchased at the ARC Center front desk on the day of the rental. TreeTop Escape open play is not private so others may be playing in TreeTop Escape (including TreeTop Escape birthday parties) at the same time.

TreeTop Escape can be rented privately by the hour after facility hours on Friday and Saturday nights for a maximum of 80 people in conjunction with a room rental. These rentals may begin at 7:15pm and after.

A court rental may also be added for use of a court in the ARC Center gym during your rental. Please see the court rental guide for more information.

AFTER-HOURS RENTALS

All rentals after facility hours must begin when the facility is open. Rentals may proceed after facility hours on Friday and Saturday nights only until 12:00am. Additional staff is required for after-hours rentals and these requests must be made at least 30 days prior to the rental date.

FACILITY GUIDELINES AND 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.
- 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.
- Only one person may be designated as the renter.
- 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, and/or equipment.
- 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.

- 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 District 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.
- 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.
- User must bring their own AV equipment (HDMI cord, device to play music, etc).
- Music/speakers may be used in the rented room provided it is at a reasonable volume that cannot be heard outside the room. Doors must remain shut when music/audio is playing.
- Any materials/decorations brought in must be removed at the end of the rental. No decoration may be taped or tacked to any wall, door, window, light fixture, drapes or other surface in the facility. Sticky tack may be used.
- Any room/area rented must be left in the same condition as it was at the start of the rental. 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.
- Admission may not be charged to enter the event/rental.
- Food and drinks may not be sold.
- Candles may not be used as decorations for any rental. Use of smoke/fog machines is not permitted.
- Open flame cooking and barbeques are prohibited. Sterno may be used to keep food warm.
- Alcohol is not permitted unless approval is requested as part of the reservation. Liquor liability insurance is also required for all rentals serving alcohol.
- 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 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.

FREQUENTLY ASKED QUESTIONS

How can I check available dates for a room 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?
Room rentals may be requested by filling out the ARC Center room rental request form on our website and submitting it to the Recreation Supervisor at thutton@we-goparks.org or at the ARC Center front desk.

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 and any vendors. 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 two weeks prior to the rental.

What is provided with my rental?
Room rentals include tables and chairs with set-up by our team. AV capabilities include usage of the projector and drop-down screen in the Maple/Oak Combo and Oak room and use of the TV in the Willow room and Maple room. Renters are responsible for providing their own device and any cords, dongles, etc. needed to connect their device to the HDMI input.

Is a stage available for rental use?
A stage is not available for rentals.

Are tablecloths provided?
Tablecloths are not provided and are not available through the Park District. Renters are welcome to purchase or rent them independently for use during the event. Our rectangular tables are 8' long and our round tables are 72" in diameter.

Can I charge admissions for my event?
Admission may not be charged onsite at the ARC Center.

Can I have a cash bar?
No, renters are prohibited from charging for food and/or beverages.

What type of alcohol can I offer my guests?
Only wine, canned or bottled beer, canned hard seltzer, and canned or bottled malt beverages may be served. Kegs and hard liquor (e.g. tequila, vodka) are prohibited.

I am a West Chicago Park District resident and want to book a room rental for a friend? Can I do so?
You can book the room rental but must be present for the entire duration of the rental. The renter is responsible for the rental.

QUESTIONS?

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