

## **Rental Request & Reservation Process**

- ◆ Rental requests must be submitted to Taylor Hutton, Recreation Supervisor, at least two weeks in advance. Requests can be submitted:
  - Email: [thutton@we-goparks.org](mailto:thutton@we-goparks.org)
  - In-Person at the ARC Center
- ◆ Please allow five business days for review of rental request. Once approved or denied, renter will be contacted via email and payment of security deposit is required within 24 hours to secure the rental. Payment can be made online or in-person at the ARC Center.
- ◆ All rental requests will be processed on a first-come, first-serve basis.
- ◆ The West Chicago Park District reserves the right to deny any rental based on:
  - Inappropriate Nature
  - Park Policy
  - Facility/Staff Availability
- ◆ The West Chicago Park District reserves the right to modify the security deposit and/or rental fees if deemed necessary based on the size or scope of the rental request.
- ◆ Renter filing request and providing payment must be at least 21 years of age and must be in attendance the entire duration of the event.
- ◆ Any renter who stays beyond their scheduled time will be required to pay for additional time. Additional time may be subject to increased fees of hourly rental rate plus 10% service fee of hourly rate.
- ◆ 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.
- ◆ 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
  - Equipment/Building Failure
  - Lockouts
  - Labor Shortage
  - Public Disorder
  - Sabotage
  - Acts of God/Nature
- ◆ Rentals are not permitted on any of the following holidays: Labor Day, Thanksgiving Day, or Christmas Day.

## **Security Deposit & Payment**

- ◆ Payment in full is due 30 days prior to the rental. If full payment is not made the rental may be cancelled.
- ◆ Security deposit is due within 24 hours of rental confirmation to secure space. Payment can be made online or at the ARC Center during business hours. Security deposit fees are:
  - Room Rental: \$150
  - Wireless Microphone: \$75
- ◆ The security deposit will be returned provided there is no damage to the rented area, excessive cleanup required, and/or no additional time was needed.
- ◆ Security deposits are returned via check to the address on the rental request. Please notify the Park District in writing if this address needs to be changed by the date of the rental. Please allow up to 10 business days following date of rental for security deposit refunds to be processed.
- ◆ If the room is not left in satisfactory condition according to a post-rental checklist or staff reports, or renter arrives prior to or stay 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.

- ◆ Security deposits are subject to change based on size and purpose of rental.

### **Cancellation & Refund Policy**

- ◆ A refund of rental fees and security deposit paid will be granted minus a \$75 service charge if requests are received in writing seven days in advance of the rental date. For requests received less than seven days in advance, room rental fees, and security deposit are non-refundable. All fees associated with alcohol permits/insurance are non-refundable.

### **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.
- ◆ Admission may not be charged to enter event.
- ◆ 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.
- ◆ If room rented has a projector or TV the renter is responsible for bringing any necessary cords to connect their device to a HDMI or VGA input.

### **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.
- ◆ For rentals bringing in vendors, the vendor must provide a Certificate of Insurance listing West Chicago Park District as an additional insured. The Certificate of Insurance must be provided at least seven days prior to the rental date.

### **Food and Drink**

- ◆ Renter may not bring alcoholic beverages onto Park District property unless Liquor Liability Insurance has been purchased and secured through: <https://www.theeventhelper.com/#Y8EUy6>
- ◆ Verification of purchase of Liquor Liability Insurance is required at least seven days prior to rental date. There is a \$30/rental Alcohol Administrative fee.
- ◆ Beer, Wine, and Champagne only - no Hard Alcohol or Kegs are permitted.
- ◆ Consumption of alcohol by ages 21 and over only - strictly enforced.
- ◆ Alcohol may not be sold (a.k.a. "cash bar").
- ◆ 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.

### **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. 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.
- ◆ 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 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.
- ◆ 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.