



## Recreation Complex Rental Options:

### Conference Room - Capacity: 25

This modern and functional conference room is located in the Recreation Complex facility. This room features floor to ceiling windows, updated office furniture, and a mini-fridge. This is the perfect spot to host your next small gathering or meeting.



### Program Room A/B - Capacity: 70

Located on the second floor of the Recreation Complex, this versatile room provides privacy and ample space for your next birthday party or private rental.



### Program Room C - Capacity: 25

Located on the second floor of the Recreation Complex, this versatile room has a sink for guests to use, and provides privacy and ample space for your next birthday party or private rental.



### Senior/Teen Room with Kitchen - Capacity: 100

Residing in the East wing of the Recreation Complex is the Senior/Teen Room. This room is spacious and serves as a light and functional venue for private events and parties. This room includes kitchen usage.





**RENTAL APPLICATION**

Renter/Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*\*Must be present for the entire rental*

E-mail: \_\_\_\_\_ D.O.B. \_\_\_\_\_ Type/ Purpose of Rental: \_\_\_\_\_

Name of Community Organization: (if applicable) \_\_\_\_\_

Home Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Rental Date(s): \_\_\_\_\_ Approximate Number of Guests: \_\_\_\_\_

Time of Rental \_\_\_\_\_:\_\_\_\_\_ to \_\_\_\_\_:\_\_\_\_\_ Name of Room(s) Rented: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**PACKAGE OPTIONS**

Room	*Price/Hour	Security Deposit
Conference Room	\$40/hour (R) \$50/hour (NR)	\$75
Program Room A/B	\$50/hour (R) \$60/hour (NR)	\$75
Program Room C	\$40/hour (R) \$50/hour (NR)	\$75
Teen & Senior Room w/Kitchen	\$80/hour (R) \$90 (NR)	\$75

*\*Rentals occurring outside of regular business hours may accrue additional hourly fee*

A security deposit is required to reserve your date after the application is approved.

Please note, the security deposit will not be returned if any of the following occur:

- Rental is cancelled within 2 weeks of event date
- There are damages to The Recreation Complex amenities, or grounds
- Additional cleanup is required by park district staff
- If the permit holder fails to abide by rental agreement

**Payment schedule:**

- Security deposit is due in order to reserve rental
- Final payment is due at least seven (7) days prior to rental date
- The Certificate of Insurance and receipt of payment must accompany final payment
- Security deposit is returned within 5 business days after rental

*Note: The Park District reserves the right to deny any requests at any time. Circumstances denying requests may be due to previously scheduled or anticipated park district activities, or permits, limited availability of room space, limited or no parking, conflict of interest with other renters or Wood Dale Park District philosophies, policies or previous violations of rules by the requesting group or individual. Park District programs always have priority of building use.*

**FOR OFFICE USE**

Deposit Processed: \_\_\_\_\_ Date: \_\_\_\_\_ Initials: \_\_\_\_\_

Rental Host: \_\_\_\_\_ Time: \_\_\_\_\_:\_\_\_\_\_ to \_\_\_\_\_:\_\_\_\_\_ Initials: \_\_\_\_\_

Final Payment Amount Due: \_\_\_\_\_ Due Date: \_\_\_\_\_ Received Initials: \_\_\_\_\_

Facility Set-up Confirmed: \_\_\_\_\_ Date Received: \_\_\_\_\_ Received Initials: \_\_\_\_\_



**RENTAL AGREEMENT**

1. A \$75 refundable deposit is required to reserve date at least 2 weeks prior to requested rental date.
2. The person signing the rental agreement must be at the rental from start to finish and will be responsible for abiding by the established rules. If a renter isn't present throughout the rental the security deposit will be forfeited.
3. Rentals include a 30-minute set-up and 30-minute clean-up. Example: If time requested is 12-3pm, renter would be allowed in the facility at 11:30am for set-up and would need to be cleaned up and out of the facility by 3:30pm. Any additional set-up and/or clean-up time would need to be included in rental time requested.
4. Anyone exceeding the end time of a rental which was requested on the rental agreement will be charged for the extra time. Extra time will be charged in one-hour increments.
5. Only scotch tape or painter's tape is allowed on the walls, doors, or cabinets. Make sure all tape is removed at the end of the rental.
6. Glitter and confetti is not permitted, including balloons with glitter or confetti inside the balloon.
7. No decorative open flames permitted (i.e. tea light candles). Battery operated alternatives acceptable.
8. Tables, chairs and other surfaces must be protected if an activity may damage or stain them. The renter is responsible for any extra cleaning or damage.
9. Renters will be responsible for removing all debris from the floors, tables, chairs, counters, waste receptacles, shelves, microwave, and sink.
10. No alcohol is permitted anywhere inside the facility or on Wood Dale Park District premises.
11. Music on bluetooth speaker at a reasonable level is acceptable.
12. A Certificate of Insurance listing the Park District as additionally insured is required for all vendors.
13. Park District staff have the right to stop any activity that is identified as unsafe or inappropriate.

**By signing this, I agree to the Rental Agreement**

\_\_\_\_\_  
*Renter's Signature*

\_\_\_\_\_  
*Renter's Name Printed*

\_\_\_\_\_  
*Date*



**HOLD HARMLESS AGREEMENT**

I/We \_\_\_\_\_, agree to hold harmless the Wood Dale Park District, the Board of Commissioners, its members, and employees; and defend at our/my own expense all claims for damage to property, equipment and persons, including medical expenses for injuries incurred and arising incidental to the use of The Recreation Complex. It being further understood and agreed that the Wood Dale Park District assumes no obligation or responsibility in connection with the use of the facility. I/We further agree to assume all cost of damage to the building and/or contents during the period of our authorized use of the facilities and as a result of such use of the building and/or contents.

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Signature of person responsible for rental*

**WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK**

Please read this form carefully and be aware that in signing up and participating in this program/activity, you will be assuming the risk, legal liability, warning, and releasing all claims for injuries, damages or loss which you or your minor/child might sustain as a result of participation in any and all activities connected with and associated with this program/activity.

I recognize and acknowledge that there are certain risks of physical injury associated with participating in this program/activity and I voluntarily agree to assume the full risk of any injuries, damages or loss, regardless of severity, that I or my minor child may sustain as a result of participating in any and all activities connected with and associated with this program/activity.

I do hereby fully release and forever discharge the District from any and all claims for injuries, damages, or loss that I or my minor child may have or may have accrue to me or my minor child and arising out of, connected with, or in any way associated with this program/activity.

I have read and fully understand the above information, warning of risk, assumption of risk, and waiver and release of all claims. If registering on-time or via fax, my online or facsimile signature shall substitute for and have the same legal effect as an original form signature.

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Signature of person responsible for rental*