



# Park District Of Oak Park

## COMMUNITY CENTER AND FACILITY RENTAL INFORMATION

PARK DISTRICT  
of OAK PARK

Submit Applications To:  
415 Lake St  
Oak Park, IL 60302  
(708)725-2301 (fax)  
reservations@pdop.org

The Park District of Oak Park offers rentals at each of its community centers/facilities and is frequently used for birthday parties, baby and wedding showers, family gatherings, and meetings. Basic information about each facility is listed below:

Community Center/Facility	Space(s) Available	Capacity	Private Rental Rates		Non-Profit Rental Rates*	
			Resident	Non-Res	Resident	Non-Res
Andersen Center 824 N Hayes, Oak Park	Main Room	50 max (seated)	\$66/hour	\$100/hour	\$42/hour	\$63/hour
	Kitchen	-	\$40 flat fee			
Barrie Center 1011 S Lombard, Oak Park	North Room	50 max (seated)	\$66/hour	\$100/hour	\$42/hour	\$63/hour
	Kitchen	-	\$40 flat fee			
	Outdoor Sport Courts	-	\$35/hour			
Carroll Center 1125 S Kenilworth, Oak Park (limited availability)	Main Room	40 max (seated)	\$60/hour	\$90/hour	\$40/hour	\$60/hour
	Kitchen	-	\$40 flat fee			
Field Center 935 Woodbine, Oak Park	Main Room	30 max (seated)	\$60/hour	\$90/hour	\$40/hour	\$60/hour
	Kitchen	-	\$40 flat fee			
Fox Center 640 S Oak Park, Oak Park	Upper Level Room	75 max (seated)	\$80/hour	\$120/hour	\$53/hour	\$80/hour
	Kitchen	-	\$40 flat fee			
Longfellow Center 610 S Ridgeland, Oak Park	Upper Level Room	75 max (seated)	\$80/hour	\$120/hour	\$53/hour	\$80/hour
	Outdoor Basketball Court	-	\$35/hour			
Austin Gardens (AGEEC) 167 Forest Avenue, Oak Park	Main Room and Patio	30 max (seated)	\$100/hour	\$150/hour	\$66/hour	\$100/hour
Ridgeland Common Recreation Complex 415 Lake Street, Oak Park	Large Activity Room	85 max (occupancy)*	\$90/hour	\$135/hour	\$60/hour	\$85/hour
	Kitchen	-	\$40 Flat fee			
	Medium Activity Room	55 max (occupancy)*	\$70/hour	\$110/hour	\$45/hour	\$70/hour
	Small Conference Room	20 max (occupancy)*	\$35/hour	\$55/hour	\$25/hour	\$35/hour
Conservatory Rubenstein Room 615 Garfield St	Please visit <a href="http://www.pdop.org/conservatoryrentals">www.pdop.org/conservatoryrentals</a> for info, pricing, and instructions					

### \*OAK PARK NON-PROFIT ORGANIZATION REDUCED RATES:

Oak Park Non-Profit organization rates are \$20/hour. Rentals must take place Monday-Thursday, 7-10pm. 2 hr minimum rental required.

### INSTRUCTIONS FOR SUBMITTING A REQUEST:

Applicants interested in renting a room in one of our Community Centers, AGEEC, or RCRC can complete an application in one of two ways:

#### Online (Recommended)

Complete and submit an [online request](#) on the Park District website for review. If confirmed, instructions for submitting the \$100 damage deposit and rentals fees will be sent on a receipt via e-mail. Please note that payment of the damage deposit (and full payment for rentals scheduled less than a month in advance) must be paid within 3 business days after the confirmation is sent or the reservation will be cancelled.

#### Fax, Mail, or In Person

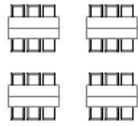
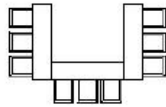
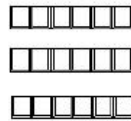
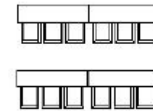
Complete and submit the rental application for review (see pages 3 and 4). Rental requests made less than one month in advance must also include full payment for all rental fees in addition to the application and deposit. Applicants can expect to receive a response regarding their application within 10 business days after the request. Once approved, a confirmation will be sent via e-mail.

### RENTAL DETAILS:

Renters are given exclusive use of a room within one of these facilities, but should understand that the accompanying park, restrooms, and other amenities will remain open to the public. Because of this, renters are expected to be considerate of others who may be using the park or facility during their rental. Park District of Oak Park-sponsored activities have priority in all facilities. Consequently, availability for community centers is not known and rental requests are not accepted more than 4 months in advance and the Park District reserves the right to move a rental to another location if deemed necessary. Additionally, renters should be aware that the centers are used for other programs throughout the year and rooms may have program related furniture/material tucked away in corners and materials posted on walls that must remain intact.

Rentals must be for a minimum of 2 hours and can be made in 15 minute increments. Rentals can be scheduled Monday—Sunday from 8am-10pm. Rentals are NOT excepted on holidays (New Year's Eve & Day, Martin Luther King Jr Day, Easter Sunday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve & Day).

Limited amounts of chairs and 6 foot rectangular tables are available at each facility. These items must remain indoors as they are not suitable for outdoor use. Facility Attendants (who will be present during each rental) will take care of setting up and taking down the tables and chairs at the start and conclusion of each event. The Park District offers 4 types of room set-ups for renters to choose from, although renters are welcome to rearrange the furniture as needed during their rental time. Available room set-ups include the following:

**BANQUET STYLE****CONFERENCE STYLE****THEATRE STYLE****CLASSROOM STYLE**

Andersen, Barrie, Carroll, Field, and Fox Centers have basic kitchens available to rent for an additional \$40 flat fee. Kitchen use includes the available space within the refrigerator/freezer, countertop, microwave (if available), stovetop, oven, and sink. Stovetops and ovens should only be used to reheat food. As with the rest of the facility, the kitchen must be left in the same condition it was found prior to rental. Renters will need to provide their own caterers, utensils, cups, etc. The Park District of Oak Park encourages the use of reusable mugs, plates, and silverware in place of Styrofoam, plastic, and paper. Because the Community Centers do not currently have recycling containers available onsite or the ability to handle large amounts of garbage, renters are encouraged to follow the same Carry In/Carry Out policies that we encourage in our parks and work to minimize waste and take recycling home after an event. Should you require the Park District to dispose of all of your trash for you however, a \$25 fee would apply.

**ACCEPTABLE ACTIVITIES:**

All activities taking place in Park District facilities, even private rentals, are required to meet Park District guidelines and follow Park District Code (and specifically [Chapter 2—Rules and Regulations Governing Uses of the Park Facilities](#)). The following is a sample of activities that are not allowed during a rental:

- Consumption of Alcohol or Smoking
- Indoor or Outdoor BBQ Grilling
- Use of Sound Amplification from anything larger than a tabletop radio, iPod dock, or laptop
- Fundraising or Commercial Enterprises (accepting donations, charging admission, sale of any items, running a fee-based class, program, or event. etc.)
- Improperly Supervised Youth Activities
- Gambling or any other Illegal Activities

**PAYMENT:**

To qualify for the resident rate of any Park District programs or rentals, an individual or organization must show proof that they reside in Oak Park. Online requests must be made under the household/organization's account that the event is for and will determine rates automatically. Acceptable proof for paper applications includes a driver's license or state ID with an Oak Park address or two of the following: telephone (not cell phone) or other utility bill, mortgage statement or apartment lease, vehicle registration card, voter registration card, or Village of Oak Park vehicle sticker receipt. To qualify for the non-profit rate, organizations must have and submit documentation demonstrating 501(c)(3) status with the IRS. Without this paperwork, renters will automatically be charged Non-Resident Private Rental Rates.

Please note that payment of the damage deposit (and full payment for rentals scheduled less than a month in advance) must be paid within 3 business days after the confirmation is sent or the reservation will be cancelled. The monies for this deposit and fees must be in the renter's name (i.e. from a checking account or credit card belonging to the renter or organization listed on the application).

The rental application must include all set-up and clean-up time required for your rental, excluding the setup of tables and chairs, which will be taken care of by the Facility Attendant. After the rental is approved, this deposit will be cashed/charged and the renter will receive a confirmation via e-mail that will list remaining fees due. Payment for any remaining rental fees must be paid no later than one month in advance of the start of the rental. If payment is not received by this date, the reservation will be cancelled and a \$25 cancellation fee will be deducted from the damage deposit.

A refund for the deposit will be issued approximately 3 weeks after the conclusion of the rental minus any costs for damages, additional staff time required for clean-up, or other miscellaneous charges (although deposits paid by credit card are generally processed faster). Our community centers receive heavy use and arriving before or staying beyond the agreed-upon times listed in the rental agreement places a hardship on both the staff and facility. Because of this, renters should make their best effort to accurately list the full set-up, event, and clean-up times that will be needed for their rental. Any renter that arrives or stays beyond the scheduled time will be charged an additional amount at 1.5 times the hourly rate. The option of staying later than the scheduled time is subject to the availability of both the facility and the staff.

**CHANGES:**

Once a rental has been confirmed, any changes that are needed should be made in writing using the contact information listed above. If within 30 days of a rental, a renter needs to extend their rental or make any additions to their rental package that results in additional fees, those additional fees must be paid before the change will be confirmed. Once the changes have been made, a written confirmation will be sent via e-mail from the Park District. Cancellations (or reductions in the hours of a rental) must be made in writing at least 30 days prior to the rental in order to receive a full refund of fees, minus \$25 cancellation fee (which will be deducted from the deposit). Any cancellations made less than 30 days before the start of the rental will be refunded according to the following schedule:

<b>Date of Cancellation</b>	<b>Renter Receives</b>
At least 30 days in advance	100% of deposit + 100% of rental fee minus \$25 cancellation fee
15-29 days in advance	100% of deposit + 50% of rental fee
7-14 days in advance	100% of deposit + 25% of rental fee
Less than 7 days in advance	Deposit is returned, but full rental fee is kept



# Park District Of Oak Park

## COMMUNITY CENTER AND FACILITY RENTAL APPLICATION

Submit Applications To:  
415 Lake St.  
Oak, IL 60302  
(708) 725-2301 (fax)  
reservations@pdop.org

**INSTRUCTIONS:** Applicants should complete and submit this form (via online, fax or in-person) for review at least 3 weeks prior to the date of the event. Applicants can expect to receive a response regarding applications within 10 business days. Once approved, a confirmation will be sent via e-mail and a damage deposit of \$100 will be due within 3 business days. Full payment for rental fees is due 30 days prior to event date.

### APPLICANT INFORMATION

RENTER'S NAME		ORGANIZATION /GROUP NAME (if applicable)	
STREET ADDRESS			
CITY		STATE	ZIP
DAYTIME PHONE	CELL PHONE	E-MAIL ADDRESS	

### LOCATION REQUEST

<b>FIRST CHOICE</b>	CENTER REQUESTED	EVENT DATE(S)	START & END TIMES (including set-up & clean-up)
<b>SECOND CHOICE</b>	CENTER REQUESTED	EVENT DATE(S)	START & END TIMES (including set-up & clean-up)

### EVENT INFORMATION

Type of Event: \_\_\_\_\_ Total Attendance Expected: \_\_\_\_\_

Room Set-Up Requested:     Banquet Style     Conference Style     Theatre Style     Classroom Style

**YES NO**

- Will you be bringing any equipment into the facility for your rental? If so, what?
- Will participants/guests at your event be charged a fee or be encouraged to make a donation for attending? Will any items be for sale at your event? If so, please describe:
- Will any performers or vendors be present at the event? If so, who?
- Do you have any special needs or requests? If so, what?

### RENTAL FEES

**YES NO**

- Do you require use of the kitchen for a \$40 flat fee? (Only available at RCRC, Andersen, Barrie, Carroll, Field, & Fox Centers)
- Would you prefer for the Park District to take care of garbage from your event for \$25? (Trash removal included for RCRC rentals) Replying "NO" requires that all garbage and recycling is removed from the facility and is taken home with the renter
- Are you applying for the Oak Park Resident discounted rate? (If yes, please attach proof of residency with application.)
- Are you applying for the Non-Profit discounted rate? (If yes, please attach 501(c)(3) determination letter from IRS.)

## **FACILITY RENTAL RULES & REGULATIONS**

### **Renter Responsibilities & General Guidelines:**

Renter is responsible for leaving the facility in the same condition it was found. All decorations must be removed, tables and chairs must be wiped down, floor must be swept, and any other necessary cleaning must be done within the scheduled rental time (Facility Attendants will be responsible for putting away any tables or chairs at the completion of the rental). All trash is to be picked up, bagged, and taken home with the renter at the conclusion of the rental or a \$25 trash removal fee will be deducted from the deposit (RCRC Rentals excluded). Renter (the specific person listed on the Rental Application) is required to be present for the entire length of the event and is required, in cooperation with the Facility Attendant, to complete and sign a facility checklist at the conclusion of the event.

Renter is responsible for own actions and the actions of those in attendance at their event as well as ensuring that all activities are properly controlled and supervised. Adequate adult chaperones must be provided for guests under 19 years of age (generally at least 1 adult chaperone should be provided for every 10 youth in attendance). Smoking and alcohol is not permitted in Park District community centers, facilities, or parks. All persons in attendance will comply with the rules and laws of the Park District of Oak Park, Village of Oak Park, State of Illinois, and any other applicable governing bodies. Any behavior deemed by Park District staff to be destructive or inappropriate in any way shall be cause for immediate eviction and loss of rental fees & deposit.

### **Decorations & Permitted Activities:**

All materials, decorations, and equipment brought into the rented facility must be removed upon the completion of the rental. The Park District assumes no responsibility for any accident, theft, or loss of property. There are no provisions for renters to store any items prior to or after any rental unless approved in writing in advance (and at an additional cost). All decorations must be free-standing (nothing can be attached to walls, doors, ceilings, or windows). Helium balloons must be weighted. Table covers are encouraged to ensure that tables are not damaged and to ensure an easy clean-up. No confetti, glitter, flower petals, silly string, or any other items of this nature may be used by the renter or anyone in the renter's party. Requests for the use of any open flames including candles, "Sternos," etc. (including stereos/boom boxes) must be noted on the application and approved in writing in advance. Amplified music is NOT allowed.

### **Return of Deposit:**

Renters will receive the balance of their deposit within 3 weeks of the end of the rental. The refunded amount will be made out to the renter listed on the application by credit card if originally paid in that way or check if the original deposit was made by check or money order.

Assuming that the facility rental begins and ends at the agreed upon time and that the facility is left in the same condition found at the start of the rental, renters should have little issue in having the entire amount of their deposit returned. However, below are listed some examples of reasons why previous renters have lost a portion or all of their deposit:

- Renter listed on the Rental Application was not present during the length of the entire rental
- Renter arrived earlier to set-up or stayed later than was agreed to in Rental Agreement
- Kitchen or other special equipment was used that was not included in the original Rental Agreement
- Facility was left dirty or in worse condition than was presented to Renter at start of rental
- Park District equipment or facilities were damaged during the rental
- Trash was not taken home with Renter as was agreed upon in Rental Agreement
- False information was provided on Rental Application
- Police were called to address an incident that occurred during the rental

### **Waiver & Release of Claims:**

By signing below, I understand and agree to follow all guidelines set forth in this document as well as the Park District Rules & Regulations Governing Uses of Park Facilities. I recognize that I am responsible for my actions as well as those of anyone else in attendance at my event, invited or uninvited. To the extent permitted by law, my organization, representatives, guests, and I will indemnify, save, defend, and hold harmless the Park District of Oak Park and its officers, officials, agents, volunteers, and employees (hereinafter referred to as "district") from and against any and all liabilities, obligations, claims, damages, penalties, cause of actions, costs and expenses (including reasonable attorney and paralegal fees) from any and all claims resulting from injuries, damages, and losses sustained arising directly or indirectly in connection with, or under, or as a result of this application process and permitted event. Should I or my guests fail to follow Park District rules and guidelines outlined in Park Code and/or this agreement, perform adequate clean-up, or if damage occurs to Park District property, I understand that I will be billed at full cost plus overhead for clean-up and repair. In addition, such failure may result in the denial of future approval for a facility rental or the requirement of a larger deposit for future events.

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**Renter Signature**

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**Date**