



21w730 Butterfield Rd Lombard, IL 60148 630-858-2229 FAX 630-858-2234

Permit # \_\_\_\_\_

### ROOM RENTAL AGREEMENT

Name: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (1): \_\_\_\_\_ Phone (2): \_\_\_\_\_ Email: \_\_\_\_\_

#### FEES:

- Activity Room**
  - Resident: \$55 (per hour)
  - Non-resident: \$75 (per hour)
- Gym**
  - Resident: \$45 (per hour)
  - Non-resident: \$55 (per hour)

Rental Date(s): \_\_\_\_\_ Rental Time(s): \_\_\_\_\_ to \_\_\_\_\_

# of Attendees: \_\_\_\_\_ # of Tables: \_\_\_\_\_ # of Chairs: \_\_\_\_\_

**Note:** You will have access to the facility 30 minutes prior to your rental time to set up.

#### RENTAL CONDITIONS:

Renter hereby agrees to read, understand and adhere to all rental conditions. If any rental conditions are not adhered to the Butterfield Park District has the authority to withhold the security deposit or cancel the event at our discretion:

1. Rental Agreements must be completed in full and signed by an adult (21 years or older) who assumes responsibility for the group, agrees to pay for any damages to Park District property that occurs by guests, is responsible for any of the guests' actions and **MUST BE PRESENT DURING THE ENTIRE DURATION OF THE RENTAL.** *Initials* \_\_\_\_\_
2. All rentals need to be reserved at least two weeks prior to the rental date. **Note:** Rentals are processed on a first-come, first-served basis. *Initials* \_\_\_\_\_
3. Rental area will be left as clean as it was prior to the rental. Deposit will be retained for excessive clean-up cost. *Initials* \_\_\_\_\_
4. No other facilities or property will be used other than that which is agreed upon in writing and paid for in advance. *Initials* \_\_\_\_\_
5. **NO SMOKING OF ANY KIND, VAPING OR CHEWING TOBACCO** is allowed on or inside of any Park District property. *Initials* \_\_\_\_\_
6. **NO ALCOHOL** shall be brought into or consumed on any Park District property. If this is violated, the rental will immediately cease, area will be cleaned, and property vacated. Sheriff's office will be called to assist if needed. *Initials* \_\_\_\_\_
7. Depending upon nature of the activity, individuals/groups may be required to submit certificate of insurance with the Butterfield Park District named as additionally insured for not less than \$1,000,000 per occurrence. *Initials* \_\_\_\_\_
8. Renter will arrive to set up no earlier than a half hour before the time stated and leave premises no later than the ending time stated. *Initials* \_\_\_\_\_
9. **FEES MUST BE PAID IN FULL AT THE TIME OF RESERVATION.** Rentals will be reserved when payment is made. *Initials* \_\_\_\_\_

\_\_\_\_\_  
Renter Date

\_\_\_\_\_  
Office Personnel Date

**STAFF:**

Deposit: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
(\$100 security deposit required)

Refunded: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_

	<b>Total Fees</b>	\$
CASH <input type="checkbox"/> CHECK <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER <input type="checkbox"/>		
CARD # _____		
EXP DATE _____		
V-CODE (last 3 digits on back) _____		
SIGNATURE _____		