



Darien Park District

7301 Fairview Avenue • Darien, IL 60561
Tel: 630-968-6400 • Fax: 630-968-7834 • www.darienparks.com

Room Rental Agreement

Name (Personal or Group): _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person's Name: _____ Phone: _____ Fax: _____

Email Address: _____ Cell Phone: _____

Purpose of Rental: _____ Number of People: _____

☐ Resident

☐ Non-Resident

- All Room Rentals Must Exit the Building by 5:00 P.M. on weekends/9:00 P.M. on weekdays
- If the room is available, you may enter the room one half hour early for decorations.
- Room Capacity Varies for rooms in building

Room Requested: _____

☐ Full Room ☐ Half Room (if available)

Gym Rental: _____

☐ Full Gym ☐ Half Gym

☐ Kitchen in Gym (additional \$25 fee)

Date: _____ Day: _____ Time: _____

Room Hourly Rate: \$ _____ Total Hours: _____ Total: \$ _____

Total Amount: \$ _____

Payment Information (Make Checks Payable to the Darien Park District)

Cash: \$ _____ Check#: _____ CC: Disc. _____ Visa _____ MC _____

CC#: _____ Exp. Date: _____

Booking Deposit Paid: \$ _____ Staff Initials: _____

Balance Due: \$ _____

Balance Paid: \$ _____ **Date:** _____

Total Paid: \$ _____ **Staff Initials:** _____

Staff Comments:

Damage/Late Exit Deposit

- \$50 deposit is required when renting a room
- \$100 deposit is required when renting the gym

The ONLY acceptable payment methods are credit card or check. NO CASH!!!

- A refund check for deposits will be mailed if the room is left in an acceptable condition. Please allow 2-3 weeks for the processing of the refunds.

CC#: _____ Exp: _____

Charged Date: _____ Staff Initials: _____

Refunded Date: _____ Staff Initials: _____

Please Indicate Choices and Draw on Diagram

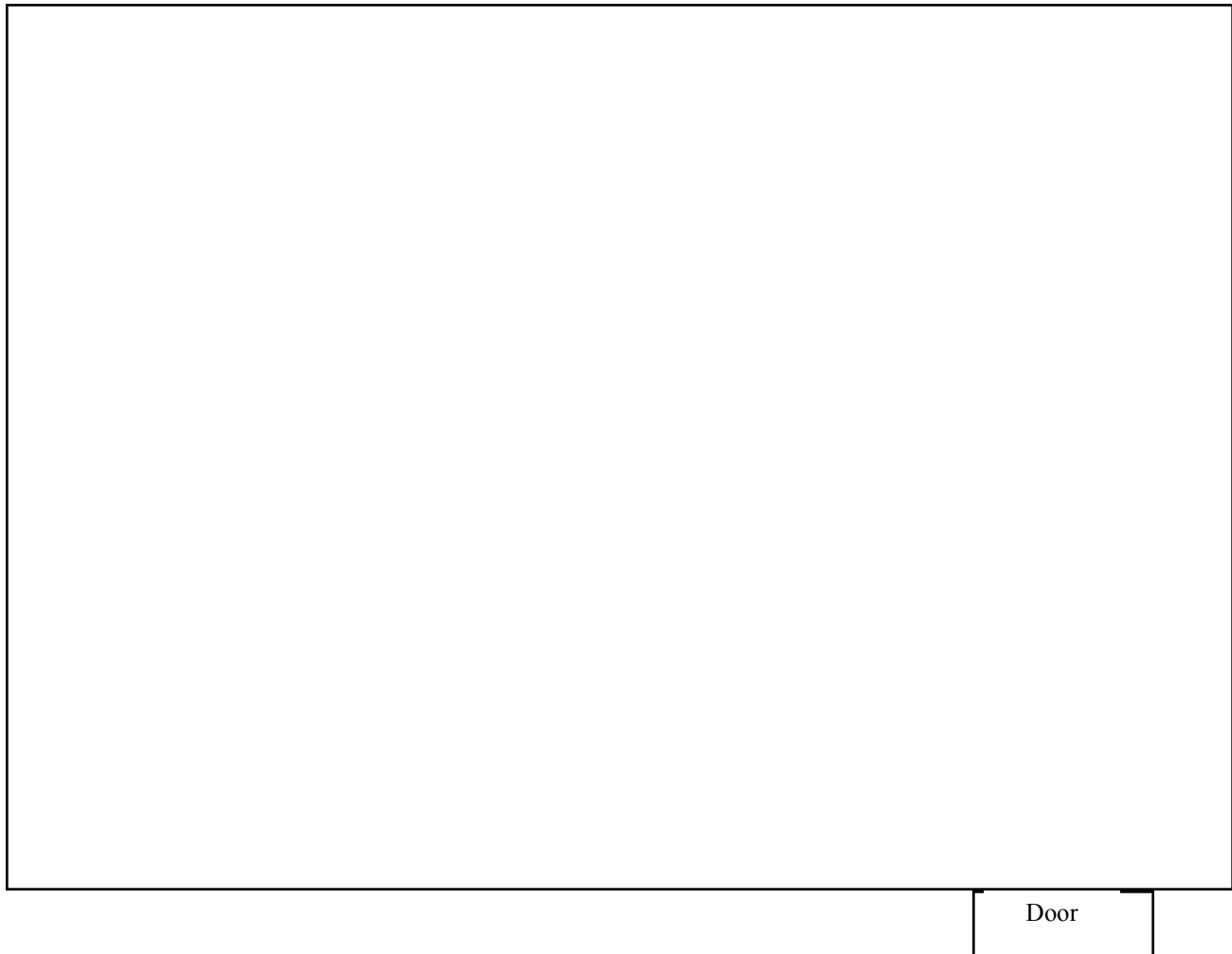
- ☐ Meeting Style (Head Table and Tables with Chairs)
☐ Class Room Style (Head Table and Chairs)
☐ Other Styles/Requests (Room diagram on reverse side)
☐ TV/VCR

of Tables: _____ # of Chairs: _____

Room Set-up Diagram

1. Please provide a detailed diagram of desired set-up below including number of tables and chairs.
2. Use an “X” for chairs and a for tables.
3. Table sizes: 8 ft. and 6 ft.

Room Sample



Violation of Any of The Following Rules May Result In Termination of Rental and/or Damage/Late Exit Deposit

Recitals

- A. As used in this Agreement, "District" includes its officers, officials, agents, employees, and volunteers.
- B. As used in this Agreement, "premises" and "facilities" includes all leased facilities and common areas, including but not limited to parking facilities, restrooms, walkway, hallways.

NOW, THEREFORE, in consideration of the recitals and representations herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. The Lessee(s) shall not enter, occupy or use this listed facility(ies) until the time(s) and date(s) specified on agreement without prior approval.
2. The Lessee(s) shall vacate the facility(ies) at the time(s) and date(s) indicated on agreement or forfeit damage/Late Exit deposit.
3. **The Lessee(s) shall remit the full balance due for the rental of said facility(ies) 72 hours prior to party. If not paid, rental will be forfeited. If event booked within 7 day period, the balance due at time of booking.**
4. That (I)(We), will be responsible for and will pay for any damage to District property arising out of the use of the said facility(ies) pursuant to this Agreement.
5. That the District does not assume any liability for property lost or stolen on the District premises, or for personal injuries on the premises during Lessee(s) use of the premises and Lessee(s) hereby agree to assume the full risk of any injuries, damages or loss, regardless of severity, that Lessee(s) may sustain as a result of this Agreement. Lessee(s) further agrees to waive and release the District from any and all losses, claims, suits or damages that Lessee(s) might sustain as a result of any and all activities connected with or associated with this Agreement.
6. Smoking and gambling in the building are prohibited.
7. One chaperone over the age of 21 years must be provided for every ten minors. All minors must be supervised outside of room (including lobby).
8. Food or beverages may not be brought outside of room.
9. That no District equipment or property shall be removed from the premises.
10. **No beer, liquor or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the District under this Agreement.**
11. The District will set up the room/facility (chairs and tables) for my/our function. The District will take down the room/facility after my/our function. (I) (We), agree to clean tables, chairs and restore the facility to its prior condition or the room should be left in equal or better condition than it was found. If not, the District reserves the rights to retain from the damage deposit the amount of costs incurred by the District. Any additional costs will be billed. (See Attachment A - To Avoid Damage/Late Exit Deposit Forfeiture To Do List on back of this page).
12. Lessee(s) shall be responsible for inspecting the facility subject to this Agreement prior to each use and shall be responsible for bringing to the District attention any potential dangers, safety hazards or problems.
13. Lessee(s) is solely responsible for providing any and all supervision of lessees guests and invitees at all times during Lessee(s) use any facility, including but not limited to the leased facility, and all common areas. Further, Lessee(s) shall be responsible for ensuring that Lessee(s) guests and invitees comply with all applicable rules and regulations pertaining to use of District facilities.
14. Lessee(s) shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement.
15. That this agreement for lease of the District facility(ies) will not be entered into by the District unless said Agreement is signed and delivered to the Office of the District at the above address with appropriate deposits and fee.

16. If this Agreement is canceled by the District, Lessee(s) will not be required to pay the fee hereinbefore designed. The non-refundable booking deposit will be forfeited in all other circumstances whether or not the premises are used by Lessee(s).
17. It is fully understand and agreed by the parties that the Lessee(s) guarantees to defend, indemnify and hold harmless the District, its officers, employees, volunteers, and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fee) arising indirectly or directly in connection with or under, or as a result of this Agreement.
18. Lessee(s) shall comply with any and all applicable ordinances and permit procedures.
19. This Agreement may not be assigned by Lessee(s) without the District's prior written consent.
20. This Agreement represents the entire understanding between the parties. This Agreement may be modified or altered only by further agreement in writing between the parties.
21. Interpretation of this Agreement shall be governed by the laws of the State of Illinois.

Attachment A

To Avoid Damage/Late Exit Deposit Forfeiture, Keep the room in an acceptable condition by:

1. Clean the tables by moving everything off the tables into trash cans/garbage bags.
2. Move all the decorations off the ceiling, walls, tables, and chairs.

* The Park District will provide extra garbage bags free upon your request.

I have read and fully understand the above information and agree with the rules listed above.

Date: _____

Signature: _____

Printed Name: _____

Home Phone#: _____

Cell Phone#: _____

I also understand that we CANNOT bring beer, liquor or any alcoholic beverages into the room.

Signature: _____

Date: _____

**DO NOT WRITE IN THIS BLOCK - FOR
STAFF USE ONLY**

Should Park District Refund Damage/Late Exit Deposit:

☐ YES

☐ NO (Please fill out the Collecting
Damage/Late Exit Deposit Form)

Approved by: _____

Date: _____