

VILLAGE *of* WESTERN SPRINGS
Recreation Department



1500 Walker Street

Western Springs, IL 60558-0528

(708) 246-9070

www.wsprings.com/departments/recreation.asp

FACILITY RENTAL REQUEST FORM

Today's Date: _____

Person/group making request: _____

Address: _____ Phone: _____

1st contact person: _____ Email: _____

2nd contact person: _____ Phone: _____ Email: _____

Facility Requested: Recreation Center, 1500 Walker, Western Springs
() full gym () ½ gym-north () ½ gym-south () classroom #21 () classroom #24-26
Grand Avenue Community Center, 4211 Grand, Western Springs
() gym () lower level

Rental day(s): () Sunday () Monday () Tuesday () Wednesday () Thursday () Friday () Saturday
(check one or indicate 1st/2nd choices)

Beginning and end rental dates _____ / _____ / _____ to _____ / _____ / _____ Any dates to skip? _____

Beginning and end rental times _____

Activity during rental* _____ Number of attendees _____

*Room 21 automatically included in birthday party Gym Rental for food/drink purposes

Table/chair rental (\$10 fee) () No () Yes How many tables? _____ How many chairs? _____

Ball rental (\$10 fee) () No () Yes. (If renting balls for Grand Ave., \$25 cash deposit also required.)

Deposit: _____ One day rental - \$10 _____ Multi-day rental – 25% of total fees

NO TAPE ALLOWED ON GYM FLOORS

The gym floor surfaces have been recently recoated and tape can peel this material off.

Please return Facility Rental Request Form, Disclaimer and Deposit (or full Rental fee) to:

**WS Recreation Department
1500 Walker Street
Western Springs, IL 60558**

PAYMENT ENCLOSED

() Check No. _____ () Visa () MasterCard () Discover

Card # _____ Exp. Date _____

Name as it appears on credit card _____

Amount to charge: () \$ _____ Deposit **OR** () Full rental fee of \$ _____

WESTERN SPRING RECREATION DEPARTMENT FACILITY RENTAL INFORMATION AND POLICIES

Thank you for your interest in renting a Western Springs Recreation Department Facility. Please read the following information carefully. If you have any questions, please call us at 708-246-9070 x424 during our regular business hours of Monday-Friday, 8:30 am – 4:30 pm.

GENERAL POLICIES:

- Your reserved time includes your set up and clean up; starting early or going over your end time may result in additional charges.
- If attendance is over 25 people, the price may increase.
- No alcohol or tobacco products are permitted in any facilities at any time.
- **NO TAPE ALLOWED ON GYM FLOORS - The hallway and gym floor surfaces have been recently recoated and tape can peel this material off.**
- Once your rental is confirmed with us, you must pay a \$5 facility deposit and return the Rental Request Form and Waiver within 2 business days or your rental may be cancelled. If you cancel your reservation after this point, a \$5 cancellation fee will be applied. If you do not cancel, your \$5 deposit will be applied toward your rental charge.

**Fees: Resident: \$20/hour plus \$10 table/chair fee (2 hours = \$50)
Non-Resident: \$30/hour plus \$10 table/chair fee (2 hours = \$70)**

- Ball rental is available for a \$10 fee (plus \$25 cash deposit for balls taken to Grand Ave.) There are two miscellaneous ball kits available for use at Grand Ave: one miscellaneous kit (3 basketballs, 2 kickballs and 1 football) and one dodgeball kit (8 dodgeballs). Ball kits are available for pickup at the Recreation Center during business hours the Friday before the party and should be returned the following Monday, when the cash deposit will be returned.
- We may also require an additional \$100 security deposit. In the event of any damage, excessive clean-up by our staff or your event starting earlier or running longer than your rental time, we reserve the right to keep all or part of the additional deposit, as determined by the Recreation Director. Your deposit will be returned once it is determined no additional fees were incurred.
- Hours of operation:

Monday-Friday	8:00 A.M. – 10:00 P.M.
Saturday	8:00 A.M. – 6:00 P.M.
Sunday	11:00 A.M. – 9:00 P.M.

Exceptions to the standard times must be approved by the Recreation Director in advance; additional fees may be applied.

POLICIES REGARDING THE RECREATION CENTER GYM:

- Rental includes ½ gym and Room 21 upstairs (for food and drink), if available.
- No food or drinks are allowed on the gym floor, except for water.
- There is a flat \$10 fee to rent our tables and chairs in Room 21. You are responsible for setting up and taking down.

POLICIES REGARDING THE GRAND AVENUE COMMUNITY CENTER GYM:

- No food or drinks are allowed on the gym floor, except for water. Tables and chairs set up for eating must be set up on the stage.
- There is a flat \$10 fee to rent our tables and chairs. They are located in a locked cabinet under the stage. Cabinet should be unlocked for your use; if it is not, call the Rec Supervisor at 708-514-1923 for assistance. You are responsible for setting up and taking down.
- The kitchen is available for use with prior approval, if available.

**Please contact our Building Supervisor with any problems during your evening or weekend rental.
The cell phone number is (708) 514-1923 (it is also printed on the bottom of your receipt).**

DISCLAIMERS

FACILITY: RECREATION CENTER

DATE(S) OF RENTAL _____

WAIVER AND RELEASE OF ALL CLAIMS

Please read this carefully and be aware that by renting and using the above facility or by inviting guests/volunteers/players/or minor children you will be waiving your rights and/or the rights of your minor child/ward as well as assume liability for guests/volunteers/players to all claims for injuries you or your minor child/ward as well as assume liability for guests/volunteers/players might sustain arising out of the use of the facility and you will be required to indemnify, hold harmless and defend the Village of Western Springs for any claims arising out of using the above facility on the above listed dates.

RISK OF INJURY: “As a renter of the above facility, I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk of injuries, including death, damages, or loss which I, my minor child/ward or guests/volunteers/players may sustain as a result of participating in any and all activities associated with the rental of the above listed facilities.”

WAIVER OF INJURY CLAIMS: “I agree to waive and relinquish any and all claims I or my minor children as well as assume liability for guests/volunteers/players may have arising out of connected with, or in any way associated with rental of the above mentioned facility.”

RELEASE FROM LIABILITY: “I do hereby fully release and discharge the Village of Western Springs and its officers, agents, and employees from any and all claims from injuries, including death, damage, or loss which I or my minor child/ward and I assume all liability for guests/volunteers/players may have or which may occur on account of rental of the above mentioned facility.”

INDEMNIFY AND DEFENSE: “I further agree to indemnify, hold harmless and defend the Village of Western Springs and its officers, agents, and employees from any and all claims from injuries, including death, damages and losses sustained by me or my minor child/ward and assume liability for guests/volunteers/players and in the event of any emergency, I authorize the public entity to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed reasonable and necessary for my minor child/ward and assume liability for guests/volunteers/players immediate care and agree that I will be responsible for payment of any and all medical services rendered.

I have read and fully understand and agree to the above stated conditions of participation.

Signature of Renter

Date

CANCELLATION POLICY: Cancellations will be charged a \$5.00 fee per date reserved.

NO PINATAS ARE ALLOWED IN THE GYM!

RENTAL TIMES INCLUDES: Entry, set up, and clean up time. The room must be returned to its original condition. Additional fees will be charged unless prior approval is given.

RENTERS ARE RESPONSIBLE FOR: (1) Closing all windows doors, and tuning off all lights in the room/gym you have rented. (2) If using the gm, you must lock/close all entrances. (3) You need to provide you own set up and clean up of the rental area and return the area to the condition in which you found it. **IF CUSTODIAL HELP** is required to open/close the building, set up/take down tables and/or chairs, and/or clean the area, the renter agrees to cover the additional costs as determined by the Director of Recreation.

SERVING OF FOOD OR DRINK: is prohibited in the gym or class rooms #24/26/28 at all times. Food can be served in the meeting room #21.

CLEANING EQUIPMENT: Please use paper towels located in the classroom or washroom to clean up any wet spills. A large dust mop, broom, and dust pan are available in the north gym closet. A broom and dust pan are located in all classrooms. You should **CLEAN** up after your group.

RECREATION DEPARTMENT activities have priority over **ANY RENTAL**. The Recreation Department will attempt to notify you of cancellation prior to your rental. However, your rental can be cancelled at any time by the Director of Recreation.

USE OF EQUIPMENT: You are renting an empty gym. The use of any recreation department supplies must have approval prior to the day of the event. Limited tables and chairs are available for a charge of \$5.00. Renters must provide set up and take down of tables and chairs. No tables, obstructions, or unusual use of the hallways is permitted without prior approval.

SMOKING AND ALCOHOL is prohibited at **ALL** times.

PROPER SUPERVISION is required. The renting party is renting a specific space in the building. Other areas or the entire building are not included in the rental. Rental activities must be restricted to the rented area.

DISCLAIMER: The Recreation Department will not be held liable for any claims made by organizations or individuals using the Center, nor will it be held liable for any personal injuries that may occur to individuals on the premises. As part of its risk management policy, the Village of Western Springs will require the renting party to sign the **RENTAL AGREEMENT** after having read the **WAIVER AND RELEASE OF CLAIMS**.

DISCLAIMERS

FACILITY: GRAND AVE COMMUNITY CENTER

DATE(S) OF RENTAL _____

The Grand Avenue Community Center is a public building operated in part by the Western Springs Community Center Association (WSCCA). The parties hereto recognize and acknowledge that WSCCA is a not-for-profit organization under the appropriate guidelines of the Internal Revenue Code and all monies agreed to be paid herein are used to defray costs and expenses related to the operation and maintenance of the historic Grand Avenue School. Accordingly, monies paid pursuant to the terms outlined herein are not considered rental and are, therefore, designated as "fees" relating to the use of the premises at the Grand Avenue Community Center.

There are certain regulations concerning use of the Grand facilities:

NO PINATAS ARE ALLOWED IN THE GYM: IF YOU MOVE THE MATS/RUGS/ETC. YOU MUST MOVE THEM BACK TO THEIR ORIGINAL POSITION.

CANCELLATION POLICY: Cancellations require a 24 hour notice for weekday rentals and a 48 hour notice for weekend rentals. You will be charged \$5.00 per date cancelled.

RENTAL TIME INCLUDES: Entry, set up and clean up time. The room must be returned to its original condition.

RENTERS ARE RESPONSIBLE FOR: (1) Closing and locking all windows, doors, and turning off all lights in the room/gym/you have rented. (2) If using the gym, you must lock/close all entrances. (3) You need to provide your own set up and clean up of the rental area and return the area to the condition in which you found it. **IF CUSTODIAL HELP** is required to open/close the building, set up/take down tables and/or chairs, and/or clean the area, the renter agrees to cover the additional costs as determined by the Director of Recreation.

SERVING OF FOOD AND/OR DRINKS is prohibited at all times in the gym. Food can be served in the kitchen area or on the stage with approval from the Director of Recreation.

RECREATION DEPARTMENT activities have priority over **ANY RENTAL**. The Recreation Department will attempt to notify you of cancellation prior to your rental. However, your rental can be cancelled at any time by the Director of Recreation.

USE OF EQUIPMENT: You are renting an empty gym. The use of any recreation department supplies must have approval prior to the day of the event. Limited tables and chairs are available for a charge of \$5.00. Renters must provide set up and take down of tables and chairs. No tables, obstructions, or unusual use of the hallways is permitted without prior approval.

SMOKING AND ALCOHOL is prohibited at **ALL** times.

PROPER SUPERVISION is required. The renting party is renting a specific space in the building. Other areas or the entire building are not included in the rental.

Rental activities must be restricted to the rental area.

DISCLAIMER: The WSCCA and the Recreation Department will not be held liable for any claims made by organizations or individuals using the center, nor will it be held liable for any personal injuries that may occur to individuals on the premises. As part of its risk management policy, the Village of Western Springs will require the renting party to sign the **RENTAL AGREEMENT** after having read the **WAIVER AND RELEASE OF CLAIMS**.

WAIVER AND RELEASE OF ALL CLAIMS

Please read this carefully and be aware that by using the above facility or by inviting guests/volunteers/players/participants/or minor child/ward you will be waiving your rights and/or the rights of your minor child/ward as well as assume liability for guests/volunteers/players/participants to all claims for injuries you or your minor child/ward as well as assume liability for guests/volunteers/players/participants might sustain arising out of the use of the facility and you will be required to indemnify, hold harmless and defend the Village of Western Springs and WSCCA for any claims arising out of using the above facility on the above listed dates.

RISK OF INJURY: "As a user of the above facility, I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk of injuries, including death, damages, or loss which I or my minor child/ward or guests/volunteers/players/participants may sustain as a result of participating in any and all activities associated with the usage of the above listed facilities."

WAIVER OF INJURY CLAIMS: "I agree to waive and relinquish any and all claims I or my minor children as well as assume liability for guests/volunteers/players/participants may have arising out of, connected with, or in any way associated with usage of the above mentioned facility."

RELEASE FROM LIABILITY: "I do hereby fully release and discharge the Village of Western Springs and the WSCCA and its officers, agents, and employees or any and all claims from injuries, including death, damage, or loss which I or my minor child/ward and I assume all liability for guests/volunteers/players/participants may have or which may occur on account of usage of the above mentioned facility."

INDEMNIFY AND DEFENSE: "I further agree to indemnify, hold harmless and defend the Village of Western Springs and WSCCA and its officers, agents, and employees from any and all claims from injuries, including death, damages, and losses sustained by me or my minor child/ward and assume liability for guests/volunteers/players/participants and arising out of, connected with, or in any way associated with the activities during the use of the facilities."

In the event of any emergency, I authorize the public entity to secure from any licensed hospital, physician, and /or medical personnel any treatment deemed reasonable and necessary for my minor child and assume liability for guests/volunteers/players/participants immediate care and agree that I will be responsible for payment of any and all medical services rendered.

I have read and fully understand and agree to the above stated conditions of participation.

Signature of Renter

Date

WSCCA: Striving to preserve the historic Grand Avenue School as a village community center.