



# Park District Of Oak Park

## RCRC ROOM RENTAL INFORMATION

Submit Applications To:  
 415 Lake St.  
 Oak Park, IL 60302  
 708-725-2303  
 Trina.hartzog@pdop.org

The Ridgeland Common Recreation Complex offers rentals for each of its three frequently used for birthday parties, baby and wedding showers, family gatherings, and meetings. Basic information about each room is listed below:

Room	Space(s) Available	Capacity	Private Rental Rates		Non-Profit Rental Rates	
			Resident	Non-Res	Resident	Non-Res
Large Activity Room	Main Room	Max occupancy 85	\$90/hour	\$135/hour	\$60/hour	\$85/hour
	Kitchen	-	\$40 flat fee			
Medium Activity Room	North Room	Max occupancy 55	\$70/hour	\$110/hour	\$45/hour	\$70/hour
Small Conference Room	Main Room	Max Occupancy 20	\$35/hour	\$55/hour	\$25/hour	\$35/hour

*\*Max occupancy reflects open rooms. If tables and chairs are desired, max occupancy should be decreased.*

### INSTRUCTIONS FOR SUBMITTING A REQUEST:

If you are interested in renting a room, please contact Customer Service Supervisor, Trina Hartzog, at 708-725-2303 or Trina.hartzog@pdop.org. Availability varies from week to week and from season to season. You should expect to receive a response within 48 hours of initial contact.

It is required that all rooms be reserved at least two weeks (14 days) before the date of the rental. Requests made less than two weeks in advance may not be honored.

### RENTAL DETAILS:

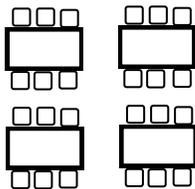
Renters are given exclusive use of a room within the newly renovated Ridgeland Common Recreation Complex, but should understand that the accompanying fields, pool, rink, restrooms, and other amenities will remain open to the public. Because of this, renters are expected to be considerate of others who may be using the facility during their rental. Park District of Oak Park-sponsored activities have priority in all facilities. Consequently, availability for rooms is not known and rental requests are not accepted more than 4 months in advance. The Park District reserves the right to move a rental to another location if deemed necessary.

Rentals must be for a minimum of one hour and can be made in 15 minute increments. Rentals can be scheduled Sunday-Saturday from 6am-10pm. Rentals falling outside of these hours or 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), if approved, are subject to additional charges.

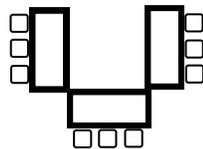
Chairs and tables are available for each of the rooms. These items must remain in the room that they are set-up if requested. Building Supervisors or facility attendants (who will be present during each rental) will take care of setting up and taking down the tables and chairs at the start and conclusion 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:

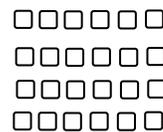
#### BANQUET STYLE



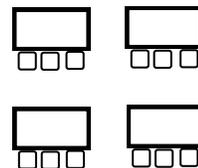
#### CONFERENCE STYLE



#### THEATRE STYLE



#### CLASSROOM STYLE



The both activity rooms have a basic kitchen available to rent for an additional \$45 flat fee. Kitchen use includes the available space within the refrigerator/freezer, countertop, microwave, and sink. 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. 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. The cost of trash removal for all rentals is included in the rental fee, which means there is no additional fee required to have trash disposed of.

**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, 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 a \$100 deposit is required to book a room at the RCRC. **Credit card information must be included with your initial deposit and application form, as any damage done to the room or additional fees incurred will be charged retroactively.** Full payment for rooms rented at the Ridgeland Common Recreation Complex must be made no less than 30 days in advance of the date of the event.

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 staff. 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 two weeks in advance of the start of the rental. If payment is not received by this date, the reservation may be cancelled and a \$25 cancellation fee will be deducted from the deposit.

Our rooms 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 before 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 on the first page of this document. If within 14 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 two weeks prior to the rental in order to receive a full refund of fees, minus \$25 cancellation fee. Any cancellations made less than two weeks 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 14 days in advance	Full refund minus \$25 cancellation fee
7-13 days in advance	Full refund minus \$100 deposit
Less than 7 days in advance	Renter is charged for full amount of rental minus \$100 deposit.



# Park District Of Oak Park

## RCRC ROOM RENTAL APPLICATION

Submit Applications To:  
 415 Lake St.  
 Oak Park, IL 60302  
 708-725-2303  
 Trina.hartzog@pdop.org

**INSTRUCTIONS:** Applicants should complete and submit this form for review at least 2 weeks prior to the date of the event. Applicants can expect to receive a response regarding applications within 2 business days. Once approved, confirmation will be made and a 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			Renter Date of Birth
CITY		STATE	ZIP
DAYTIME PHONE	CELL PHONE	E-MAIL ADDRESS	

### ROOM REQUEST

<b>FIRST CHOICE</b>	ROOM REQUESTED	EVENT DATE(S)	START & END TIMES (including set-up & clean-up)
<b>SECOND CHOICE</b>	ROOM 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 in large activity room)
- 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.)

### FOR OFFICE USE ONLY

Received by: \_\_\_\_\_ on: \_\_\_\_\_ at: \_\_\_\_\_ Reservation #: \_\_\_\_\_ Initial Confirmation: \_\_\_\_\_ Final Confirmation: \_\_\_\_\_  
(Initials) (Date) (Time) (In Rec Trac) (Date) (Date)

Residency Verified by: \_\_\_\_\_ on: \_\_\_\_\_ Notes: \_\_\_\_\_  
(Initials) (Date)

**(TURN OVER TO PROVIDE SIGNATURE & PAYMENT INFORMATION)**

## 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). 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. **Please do not hang anything on the walls with tape!**

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 one adult chaperone should be provided for every ten youth in attendance). Smoking and alcohol is not permitted in Park District facilities or on Park District property. 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.), amplified music (including stereos/boom boxes) must be noted on the application and approved in writing in advance.

### Deposit:

Renters deposit will held for any incidentals that may occur. If all or a portion of the deposit is to be assessed, it will be charged within 1-2 days of the end of the rental with credit card information provided. 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 been charged after their rental:

- 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
- 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.

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

## ROOM RENTAL DEPOSIT (\$100) PAYMENT INFORMATION (REQUIRED TO HOLD ROOM)

Payment Method:  Credit Card (Visa, Master Card, Discover, or AmEx)  Check (#: \_\_\_\_\_) Total Payment: \$ \_\_\_\_\_

Account #: \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Card Holder Name: \_\_\_\_\_ Card Holder Signature: \_\_\_\_\_

## FINAL PAYMENT INFORMATION\*

Payment Method:  Credit Card (Visa, Master Card, Discover, or AmEx)  Check (#: \_\_\_\_\_) Total Payment: \$ \_\_\_\_\_

Account #: \_\_\_\_\_ Expiration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Total Payment: \$ \_\_\_\_\_

Card Holder Name: \_\_\_\_\_ Card Holder Signature: \_\_\_\_\_

\*Credit Card information is required even if paying with cash or check, as damage done to the room will be charged retroactively if needed.