



# Park District Of Oak Park

## RCRC ROOM RENTAL INFORMATION

Submit Applications To:  
415 Lake St.  
Oak Park, IL 60302  
708-725-2309  
Rob.Pedroza@pdop.org

The Ridgeland Common Recreation Complex offers rentals for each of its three rooms - 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 50	\$98/hour	\$115/hour	\$81/hour	\$98/hour
	Kitchen	-	<i>Currently Unavailable</i>			
Medium Activity Room	Main Room	Max occupancy 35	\$81/hour	\$95/hour	\$67/hour	\$81/hour
Small Conference Room	Main Room	Max Occupancy 10	\$51/hour	\$60/hour	\$42/hour	\$51/hour

*\*Max occupancy varies based on tables and chairs setup style as desired.*

### INSTRUCTIONS FOR SUBMITTING A REQUEST:

If you are interested in renting a room, please contact Customer Service Supervisor, Rob Pedroza, at 708-725-2309 or Rob.Pedroza@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. All rentals are based on availability.

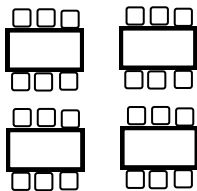
### RENTAL DETAILS:

Renters are given exclusive use of a room within 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 3 months in advance. The Park District reserves the right to move a rental to another location if deemed necessary.

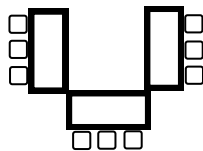
Rentals must be for a minimum of one hour for the conference room and two hours for the activity rooms. These rentals can be made in 15 minute increments. Rentals can be scheduled Sunday-Saturday from 8:30am-10pm. Rentals falling outside of these hours or on holidays (New Year's Eve & Day, Martin Luther 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:

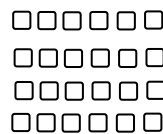
#### BANQUET STYLE



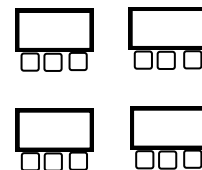
#### CONFERENCE STYLE



#### THEATRE STYLE



#### CLASSROOM STYLE



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 30 days 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 the standard 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:

<u>Date of Cancellation</u>	<u>Renter Receives</u>
30+ days in advance	Full refund minus \$25 cancellation fee from deposit
15-29 days in advance	50% of rental minus \$100 cancellation fee from deposit
7-14 days in advance	25% of rental minus \$100 cancellation fee from deposit
Less than 7 days in advance	No refund of rental or deposit



# Park District Of Oak Park

## RCRC ROOM RENTAL APPLICATION

Submit Applications To:  
 415 Lake St.  
 Oak Park, IL 60302  
 708-725-2309  
 Rob.Pedroza@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 immediately. 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? (Currently Unavailable)
- 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: \_\_\_\_\_ Contract #: \_\_\_\_\_ Initial Confirmation: \_\_\_\_\_ Final Confirmation: \_\_\_\_\_  
(Initials) (Date) (Time) (Amilia) (Date) (Date)

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

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

## FACILITY RENTAL RULES & REGULATIONS

### Renter Responsibilities & General Guidelines:

Renters are given exclusive use of their contracted rental space but should understand that the accompanying Ridgeland Common rooms, restrooms, and other amenities will remain open to the public during hours Ridgeland Common is open. Because of this, renters are expected to be considerate of others who may be using Ridgeland Common during their rental. The Ice Arena is private and renters are not permitted in this space unless there is an ongoing Public Skate in session. A Building Supervisor (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. Renters will need to provide their own caterers, table coverings, tableware, decorations, etc. The Park District of Oak Park encourages the use of reusable cups, plates, and silverware. 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. All rentals begin and end with the time on the contract. This includes time to set up for the event, delivery of any items, clean up and exit of the room. It is our suggestion that you begin the clean-up process at least 1/2 hour prior to your contracted end time. 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 18 years of age (at least 1 adult chaperone should be provided for every 10 youth in attendance). Smoking and vaping are not permitted on PDOP property, which includes applicable parking lots and sidewalks. Should any illegal substances or any persons under the influence of these items be found on the premises during the rental, the rental will be terminated immediately and no refund will be issued. 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 and deposit. Involvement of law enforcement officers due to misuse/violations of the rental space or for the behavior of the licensee/licensee's attendees shall be cause for immediate eviction and loss of rental fees and deposit. The licensee/licensee's attendees shall adhere to the check-in process of Ridgeland Common which requires; the name, zip code, phone number, and photo ID verification for all entering the facility, or by scanning into the facility with a digital access card using one's Park District of Oak Park Amilia account. Parking at Ridgeland Common must be in a legal space and is on a first come basis. Parking in the fire lane is not permitted. Violators will be ticketed and towed.

### Decorations & Permitted Activities:

All materials, decorations, and equipment brought into the rented facility must be removed upon 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. All decorations must be free-standing (nothing can be attached to walls, doors, ceilings, or windows including tape). Helium balloons must be weighted. Table covers are encouraged to ensure that tables are not damaged and to allow for easy clean-up. No confetti, glitter, flower petals, silly string, or 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 (candles or "Sternos") and stereos/boom boxes must be noted on the application and approved in writing in advance. Grilling is not allowed at any Park District locations, except Taylor Park's patio area. Groups should not contract any vendors until permission to use them is given in writing from the Park District as many types are not allowed including bounce houses, petting zoos, and DJs. Renter may not charge an admission fee, sell tickets, solicit donations, or sell or take orders for any items or services at the facility without written permission from the Park District. Organizations may not advertise their event as "sponsored by" the Park District or otherwise imply that the Park District is associated with the event or approves of the event content or purpose. Organizations may not use the rental facility as a mailing address.

### Deposit:

Renters will receive the balance of their deposit within 3 weeks of the end of the rental (usually sooner for deposits paid by credit card). The refunded amount will be made out to the renter and returned in the form it was received (except cash, which will be refunded as a check). Any renter that arrives or stays over the scheduled time will be charged an additional amount at the standard hourly rate. The option of staying later than the scheduled time is subject to the availability of both the facility and the staff. Assuming that the facility rental begins and ends at the agreed upon time and that the facility is left in the same or better condition than 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 a lost a portion or all of their deposit: - Renter listed on 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 - 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 because of an incident that occurred during

## 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.