



FACILITY RENTAL FORM

Romeoville Recreation Department • 900 W. Romeo Rd., Romeoville, IL 60446 • (815) 886-6222 • www.romeoville.org

If you are a first time registrant, you must show valid proof of residency (i.e. current utility bill, current tax bill, vehicle registration, or home purchase contract AND photo ID (state-issued ID or drivers license). Water bills are not accepted.

Head of Household Information* (all fields except secondary phone are required)

Room Rental Fees and \$50 Cash Deposit Required.

Head of Household Last Name/Contact* _____ First Name* _____

Name of Organization/Corporation (if applicable) _____

Address _____ City/State _____ Zip _____

Primary Phone (____) _____ Secondary Phone (____) _____

Birthdate (mm/dd/yy) _____ Email Address _____

***Refunds for canceled rentals will only be sent to the head of household/contact at the above address.**

Date Requested _____ Su M Tu W Th F Sa

Time Requested _____ am/pm to _____ am/pm Nature of Activity _____

1 RECREATION ROOMS & FEES 900 W. Romeo Rd.	RESIDENT RATE	NON RESIDENT	NOT FOR PROFIT Banquets, Fundraisers, Parties, Practices, Clinics
Bodine Room 1 & 2 • 65 people max	<input type="checkbox"/> \$28 per hour	<input type="checkbox"/> \$42 per hour	<input type="checkbox"/> \$10/hour <input type="checkbox"/> No charge for Meetings/seminars
Bodine Room 1 • 30 people max			<input type="checkbox"/> \$10/hour <input type="checkbox"/> No charge for Meetings/seminars
Bodine Room 2 • 30 people max			<input type="checkbox"/> \$10/hour <input type="checkbox"/> No charge for Meetings/seminars
Drdak Room • 100 people max	<input type="checkbox"/> \$48 per hour	<input type="checkbox"/> \$72 per hour	<input type="checkbox"/> \$10/hour <input type="checkbox"/> No charge for Meetings/seminars
Gymnasium	<input type="checkbox"/> \$48 per hour	<input type="checkbox"/> \$72 per hour	<input type="checkbox"/> \$15/hour <small>for Romeoville Organizations</small> <input type="checkbox"/> \$25/hour <small>for Non-Romeoville Organizations</small>
Nancy Aldridge Memorial Pavilion at Village Park** <i>Available 4/1-10/31 only (No electric at Pavilion)</i> <input type="checkbox"/> Check if requesting Equipment Rental	<input type="checkbox"/> \$45 per day		
O'Hara Woods** <i>Available 4/1-10/31 only</i>	<input type="checkbox"/> \$68 per day		

****See the Inflatable Usage Form for using inflatables during outside rentals.***Set-up, clean up and take down is the responsibility of the group.**

See back for additional room rental options.

Make sure you complete the Head of Household Information on the previous side.

2	POLICE DEPARTMENT 1050 W. Romeo Rd.	RESIDENT RATE	NON RESIDENT	NOT FOR PROFIT
Police Dept. Community Room*** • 40 people max (Rm P104) M-F 5-8 p.m., No weekends or holidays, No food/beverages		<input type="checkbox"/> \$28 per hour	<input type="checkbox"/> \$42 per hour	<input type="checkbox"/> No charge <i>(Meetings/seminars only)</i>

3	FIRE STATION #3, 698 N. Birch	RESIDENT RATE	NON RESIDENT	NOT FOR PROFIT
Community Room 1*** • 30 people max M-F 6-10 p.m., Sun. 8 a.m.-5 p.m., No holidays, No food/ beverages		<input type="checkbox"/> \$28 per hour	<input type="checkbox"/> \$42 per hour	<input type="checkbox"/> No charge <i>(Meetings/seminars only)</i>
Community Room 2*** • 30 people max M-F 6-10 p.m., Sun. 8 a.m.-5 p.m., No holidays, No food/ beverages		<input type="checkbox"/> \$28 per hour	<input type="checkbox"/> \$42 per hour	<input type="checkbox"/> No charge <i>(Meetings/seminars only)</i>
Community Room 1 & 2*** • 60 people max <i>Same hours and conditions as above.</i>		<input type="checkbox"/> \$48 per hour	<input type="checkbox"/> \$72 per hour	<input type="checkbox"/> No charge <i>(Meetings/seminars only)</i>

OFFICE USE ONLY

Room Fee \$ _____ x _____ hours = _____ + 50 cash deposit (check if received deposit)

Date ____/____/____ Receipt # _____ Confirmation Sent ____/____/____ Initial _____

Outdoor Rentals: Copy to Superintendent of Parks — Date ____/____/____ Copy to Parks Lead — Date ____/____/____

Key Card # _____ (Fire Station) Deposit returned ____/____/____ Added to Outlook Calendar ____/____/____

Confirmation Sent to: _____ (Dept.) Fee waived Initial _____

Comments: _____

FACILITY RENTAL AND RESERVATION POLICY

GENERAL POLICIES FOR ALL FACILITIES:

1. Reservations must be reserved at least one week in advance and are done on a first-come, first-serve basis.
2. Rentals can be scheduled in advance based on the Rental Date Schedule in each Parks and Recreation seasonal brochure.
3. Village activities take precedence and groups may be asked to reschedule or forfeit their reservation with a full refund.
4. All rental fees and cash deposit must accompany a completed Facility Rental Form to process a reservation.
5. **Attendance** during the rental and any **requested changes must be done by the person whom the rental is listed under.**
6. Clean up is the responsibility of the renter and requires removal of all materials brought in including decorations, pick up of garbage, kitchen clean up if applicable, etc. Please include enough time for set up within your hourly rental fee and you must vacate the rental area by the end of your time slot.
7. **Cancellations** must be made **one week in advance** of the reserved date to receive full refund. Cancellations made less than seven (7) days prior to the event, will be eligible for a 50% refund.
8. Not-for-Profit organizations must contact the Recreation Dept. at least 48 hours prior to the event to cancel rental or a \$50 fee will be charged.
9. Clinics/Meetings/Seminars – These are when an organization is requesting the use of a rental for the purpose of training, teaching, or informing children, parents, members, etc. No fees can be collected during meeting.
10. Alcohol and smoking are not permitted on Village property.
11. No solicitation is allowed.
12. Animals are not allowed on the Village property, unless used for medical assistance.
13. Deposit for rentals **must be picked up by the same person who paid the deposit and a state ID card must be provided.** Deposits shall be given in cash no earlier than four (4) days after the event (due to the inspection period). If the deposit is not picked up ten (10) days after the event, a check will be issued for the deposit amount and mailed within four (4) to six (6) weeks. Romeoville has the right to refuse the return of deposits based on the renter's adherence to the rental policies.

GYMNASIUM RENTALS (Recreation Center, 900 W. Romeo Road):

1. One full court rental is available for gym activities only (i.e. basketball, volleyball, kickball, and soccer). The North or South Gym will be determined and booked by staff.
2. All gym rules must be followed. A copy of the gym rules is available at the Gym Desk.
3. Available hours for rental are typically Monday thru Friday from 6:30 a.m. to 9:00 p.m. and weekends between 9:00 a.m. to 6:30 p.m. (5:00 p.m. during summer season).

PAVILION RENTALS (O'Hara Woods and Nancy Aldridge Memorial):

1. Renter is responsible for set up/clean up and picnic tables must be moved and put back in the pavilion by the renter. Clean up includes picking up all garbage and putting in provided cans; cans must be placed inside pavilion with bags left inside cans. Picnic tables must be placed back in pavilion, charcoal grills must be cleaned off if used, and restrooms must be cleaned and lights turned off. Gates and restrooms must be locked before leaving.
2. The Recreation Dept. will not provide tables and chairs for the outdoor pavilions.
3. Fires are prohibited except in designated areas.
4. **O'Hara Woods Pavilion** – a key can be signed out after 9:00 a.m. on the day of the rental. Key must be returned to the Recreation Center before noon the following day.
5. **Aldridge Pavilion** – If equipment is rented, a photo ID must be left at the Recreation Center. Equipment must be returned on the same day and before the Recreation Center closes (please check for closing time).

FIRE STATION RENTALS (698 N. Birch Lane):

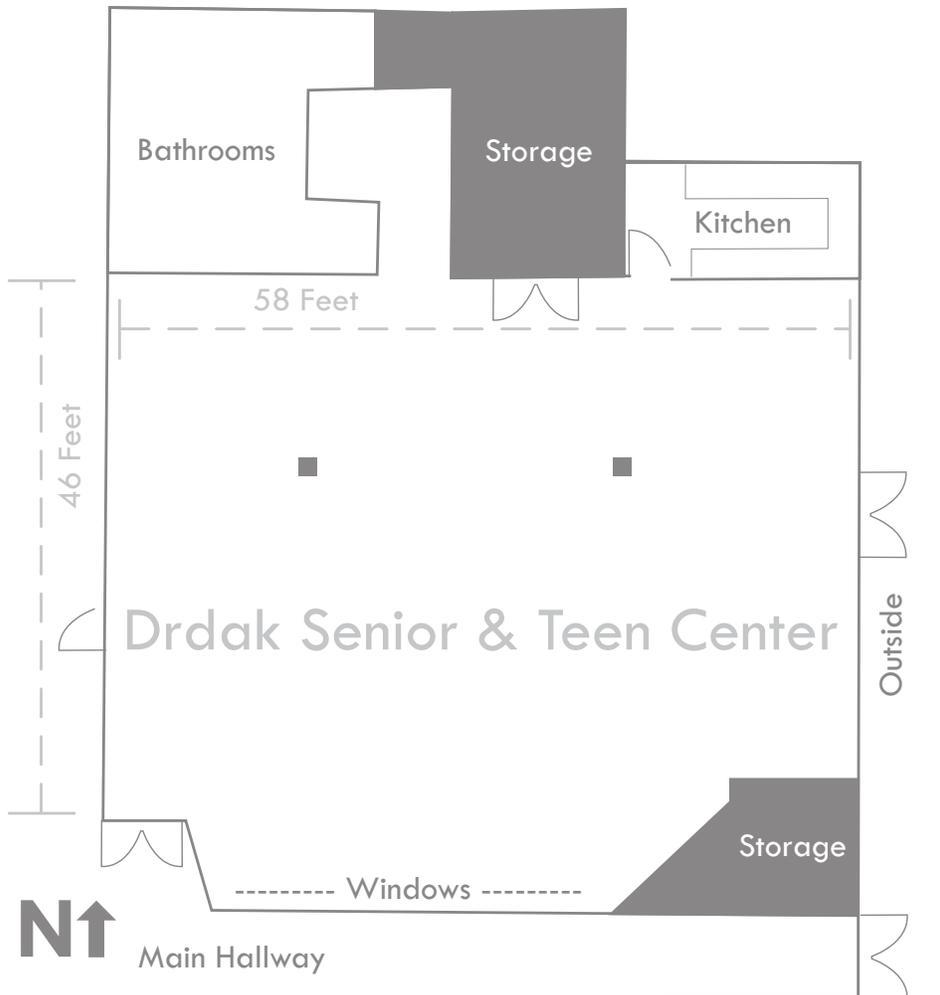
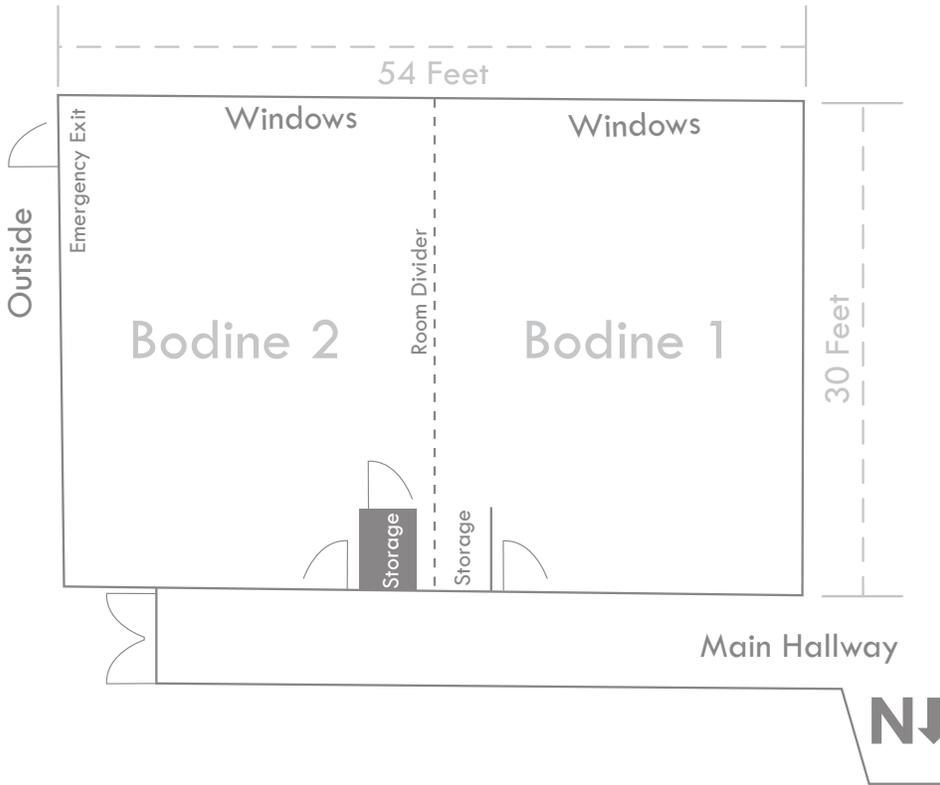
1. Key Cards will be programmed to work during the reservation only. A copy of the renter's ID will be taken when the key card is picked up. The key card pickup and drop off location is at the location where you submitted your rental application and deposit. Key cards can be picked up one day in advance of the rental date and returned the day after the rental date.
2. Renter is responsible for clean up; garbage cans and liners will be provided. Garbage must be removed and put into dumpsters.
3. Food is prohibited at the Fire Station.

Renter's Signature: _____ **Date:** _____

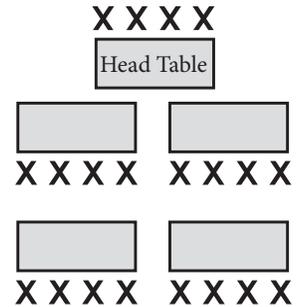
ROMEOVILLE RECREATION CENTER
900 W. Romeo Rd.

Name: _____ Rental Date: _____

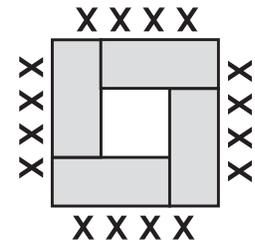
Room Layout: Please draw the tables () and chairs (X) layout or check the layout style from the list below that you would like.



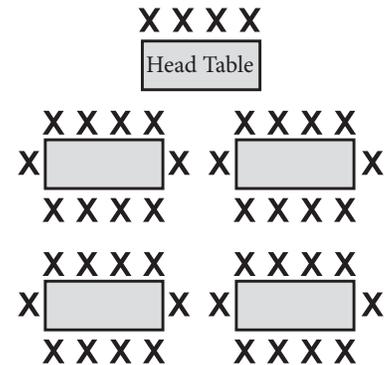
Classroom Style -



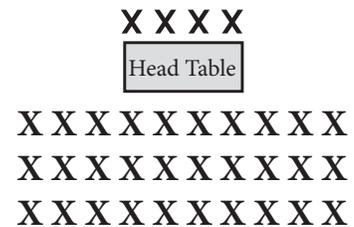
Square Style -



Party with Head Table -



Head Table with Chairs -



Please draw in any additional setup needed.

of people _____
 # of tables _____
 # of chairs _____
 Other equipment needed _____

Drdak tables are 12' in length & accommodate up to 10 chairs. **Bodine** tables are 8' in length & accommodate up to 8 chairs.

ROMEOVILLE POLICE DEPT. COMMUNITY ROOM
(Rm. P104) 40 people max.
1050 W. Romeo Rd.

Name: _____ Rental Date: _____

Note: Set up and take down of tables and chairs is the responsibility of the organization. Room is 20 x 20 in size and comes equipped with 40 chairs and ten 8' tables. No food or beverages allowed.



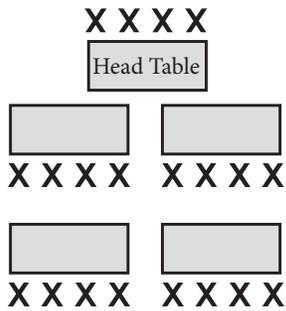
ROMEOVILLE FIRE STATION #3
Community Rooms 1 & 2 30 people max. each room
698 N. Birch

Name: _____ Rental Date: _____

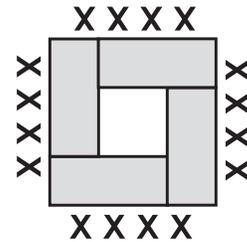


Room Layout: Room will be set up based on your preferred layout style. Check from the below options. No food or beverages allowed.

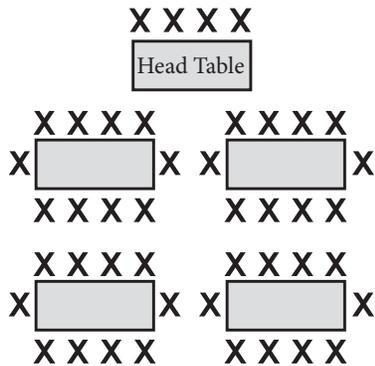
Classroom Style -



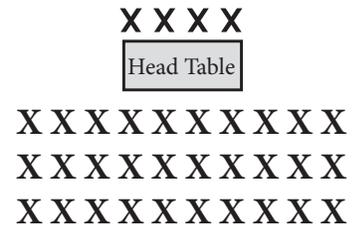
Square Style -



Party with Head Table -



Head Table with Chairs -



Please draw in any additional setup needed.

of people _____ # of tables _____ # of chairs _____

Other equipment needed _____