

Indoor & Outdoor Facility Rental Guide



- . Party Rooms
- . Indoor Playground
- . Meeting Rooms
- . Basketball Courts
- . Banquet Room
- . Baseball Fields
- . And MORE!!

**Park District
of La Grange**
536 East Avenue
La Grange, IL 60525
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Table of Contents

Reservation Priority.....2

Indoor Rental Facilities & Fees.....3-5

*Banquet Room, Birthday Party Rooms 105 & 106,
Rooms 108 & 109, Room 101 & Room 102,
Arts & Crafts Room 103, Indoor Playground, Gymnasium Courts
and Community Center*

Outdoor Facilities & Fees.....5-6

Outdoor Rental Facility Fees.....5

Parks Locations.....5

Outdoor Facility Inventory.....6

*Baseball/Softball Fields, Basketball Courts, Game Fields/Open Areas,
Handball/Racquetball Courts, Picnic Shelters, Sand Volleyball Courts,
Soccer Fields and Tennis Courts*

Facility Reservation Application.....6-7

Reservation Priority

The use of the facilities and equipment of the Park District of La Grange will be made available for reservation to the residents of La Grange and the general public to the greatest extent possible. Within limitations of scheduling, the priority and status of use of the facilities and equipment shall be broken down into four (4) prioritized categories:

- A: Residents** of the Park District (and non-residents who are La Grange business owners and pay property taxes to the Park District of La Grange); Non-profit groups of a social, civic, religious, or service group with charter address and 60% of participants of the group working or residing within the boundaries of the Park District.

- B: Non-residents** and non-profit groups of a social, civic, religious, or service group whose address falls outside the Park District boundaries of the Park District.

Indoor Rental Facilities & Fees

Banquet Room

Our carpeted banquet room is upstairs in the Recreation Center and can accommodate up to 175 people. The rental space includes tables and chairs, making it suitable for a variety of different events. Patrons can rent additional amenities, such as the fully equipped kitchen, attached to the room. Beer and wine is allowed with the approval and purchase of an alcohol permit 30 days prior to rental. See the listings below for more information about additional rental options. The room is rented on a first come, first serve basis.



Great for any occasion:

- First Communion parties
- Bridal showers
- Graduation parties
- Baby showers
- Birthday parties
- Holiday parties
- Weddings
- Seminars
- Business meetings

Fee for Room: A. \$65/hour B. \$82/hour

(includes tables and chairs)

Banquet Room Additional Rental Options & Fees:

Flat rate unless otherwise specified

Kitchen <i>(includes sink, refrigerator, oven, stove, microwave & beverage cooler)</i>	\$15
After hours	\$15/hour
Alcohol permit	\$150
Beer tapper (fits Miller Products Only)	\$25
Ice <i>(75 or less people)</i>	\$20
Ice <i>(Over 75 people)</i>	\$30
Pop & Ice <i>(50 people or less)</i>	\$50
Pop & Ice <i>(51-100 people)</i>	\$75
Pop & Ice <i>(101-175 people)</i>	\$100
DVD, VCR, and/or CD system*	\$25
Podium with Microphone*	\$25
Bud Vases or Coffee Pot	\$10
Non-exclusive Playground use	\$15/R: 20/NR
Exclusive Playground use	\$150/hour
Security/Damage deposit	\$100
Security/Damage deposit—Alcohol	\$200

*additional \$100 security/damage deposit required



Social Area

The Social area is a wide open area that is located just outside of the gymnasium. This area can seat up to 50 people. ******the social area can only be rented for an after hours rental; Saturdays after 6pm, Sundays after 5pm, weeknights after 9pm.** Fees: A. \$45/hour B. \$56/hour

Party Rooms 105 & 106



In the Recreation Center, there are two party rooms next to the indoor playground. Each room can hold 25 people or can be opened up for a large party of up to 50 people. Each room has a microwave, refrigerator and sink.

Fee per Room: A. \$30/hour B. \$38/hour

Rooms 108 & 109

Each room holds a maximum of 50 people and can be opened up into one large room for up to 100 people. Rooms have tile floors and a mirrored wall. Located in the Recreation Center.

Fee per Room: A. \$30/hour B. \$38/hour

Fee for Both Rooms: A. \$60/hour B. \$76/hour



Conference Room 101, Room 102 & Room 104

Room 101 holds 10 people. Room 102 has maximum space for 20 people, and Room 104 holds 15 people. All three rooms are located in the Recreation Center.

Fee per Room: A. \$20/hour B. \$25/hour

Room 103



At the Recreation Center, this room has a sink, lots of counter space, and tables and chairs are available. Perfect for any art project. Maximum of 40 people.

Fee per Room: A. \$30/hour B. \$38/hour

Indoor Playground & Fun Jump

Our Recreation Center's indoor playground has 3 slides, climbing apparatuses, tunnels, bridges and monkey bars.

Non-exclusive Use*: \$15/R; \$20/NR *for access during concurrent indoor room rental hours

Exclusive Use: \$150/hour



Inflatable Fun Jump available for rent: \$95 for 2 hours; \$150 for max. of 4 hrs. Themed party packages are available. Ask for a brochure at the Recreation Center.



Gymnasium Court Rentals

In the Recreation Center, our gymnasium features wood floors and 3 full high school size basketball courts. Each court can be divided into a half court using our suspended curtains. The gym can also accommodate 4 full volleyball courts, as another option.



	<u>A</u>	<u>B</u>
<u>Full Court Fee:</u>	\$70/hour	\$100/hour
<u>Half Court Fee:</u>	\$40/hour	\$60/hour
<u>Volleyball Court Fee:</u>	\$60/hour	\$90/hour

Community Center

Located at 200 S. Washington, the Community Center is great for group events. Maximum capacity is 150 people. Tables and chairs are available for up to 100 people. A kitchen is available for use. Additional attendant opening and closing fee of \$50 applies.

Fee for Center: A. \$30/hour B. \$50/hour

Outdoor Facilities & Fees

Outdoor Rental Facility Fees

***All rates are hourly unless otherwise specified**

	<u>A</u>	<u>B</u>
Baseball/Softball Field	\$25	\$35
Basketball Court	\$10	\$15
Game Field/Open Area	\$10	\$15
Handball/Racquetball Court	\$15	\$25
Picnic Shelter	\$10	\$20
Soccer Field	\$15	\$25
Sand Volleyball Court	\$10	\$15
Tennis Court	\$10	\$15
Sports Pack (per day)	\$15	\$20

volleyball, volleyball net, bats, bases, softball, and frisbee

*All fees are subject to change

Park Locations

- | | |
|--|--|
| <ul style="list-style-type: none"> • Denning Park (4903 S. Gilbert) • Elm Park (Elm & Stone) • Gilbert Park (41st & Gilbert) • Gordon Park (Ogden & Tilden) • La Grange Rotary Centennial Park (116 Sawyer) | <ul style="list-style-type: none"> • Sedgwick Park (48th & 10th) • Spring Ave. School & Park (53rd & Spring) • Stone Park (Bell & Stone) • Waiola Park (47th & Waiola) |
|--|--|



Outdoor Facility Inventory

Baseball/Softball Fields:

- Sedgwick Park (4), (1)*

Basketball Courts:

- Community Center (2)*
- Elm Park (3-half courts)
- Gilbert Park (1-half court)
- Gordon Park (1)*
- Sedgwick Park (2)
- Stone Park (1)
- Waiola Park (1)

Game Fields/Open Areas:

- Denning Park (2)
- Gilbert Park (1), bs
- Gordon Park (1)*
- Waiola Park (1), bs

Handball/Racquetball Courts:

- Gordon Park (3)*

Picnic Shelters:

- Denning Park
- La Grange Rotary Centennial
- Spring Park

Sand Volleyball Courts:

- Sedgwick Park (3)*

Soccer Fields:

- Denning Park (2)
- Gordon Park (2)
- Sedgwick Park (2)

Tennis Courts:

- Gilbert Park (4)*
- Gordon Park (4)*
- Sedgwick Park (4)*
- Spring Ave. School (3)

(*—Lighted (bs)—Backstop



Facility Reservation Application

Organized functions or activities by any group or individual other than Park District of La Grange programs and events shall not be undertaken or conducted in Park District facilities without an application being filed and approved.

A. Application

1. The group/individual shall complete and file the standard application for Park District facility use at the Park District administrative office, 536 East Avenue, a minimum of ten (10) working days prior to the date of the function, but no more than ninety (90) days (with the exception of routine fixed date users and patrons requesting the use of banquet room, room 105/106, and community center building) prior to the date of the function. Applications made less than ten (10) working days prior to the date of the function may not necessarily be considered. Applications requiring Park District staff to be in attendance will not be considered if made less than fifteen (15) working days prior to the date of the function.
2. Individual(s) signing the application and permit must be 21 years of age and will assume responsibility for all actions of the users of the rented facility. Signatory will be required to be on site for the duration of rental.
3. Applications for multiple and/or successive dates shall be limited to six (6) month periods. (Park District events take precedent.)



B. Approval

1. All applications will be acted upon by designated Park District of La Grange staff.
2. All rental approvals are based upon facility availability.
3. Once approved, the application shall guarantee use of the facility for the date and time specified.

C. Denial of Application

1. An application may be denied for reasons including, but not limited to the following:
 - a. The function shall unduly interfere with the general public's enjoyment of the facility.
 - b. The function shall cause a clear and present danger to the health and safety of the community and/or participants utilizing the facility.
 - c. The function is of such a nature or duration that it cannot be reasonably accommodated in the facility applied for.
 - d. The function is of such a nature that it will cause physical damage to the facility and/or its contents.
 - e. The function shall conflict or compete with Park District programs or services.
2. If an application is denied, the group or individual shall have the right to request that the application be reviewed by the Executive Director for consideration.

General Rules & Regulations for All Rentals

Liability Coverage/Hold Harmless

The Park District of La Grange reserves the right to require a renter to provide a certificate of insurance naming the Park District of La Grange as additionally insured with minimum coverage of \$1 million. Individuals/groups not required to provide a certificate of insurance will at the very least be required to complete a Hold Harmless Agreement. All commercial renters will be required to provide a Certificate of Insurance.

Payment of Fees

1. Payment of fees shall be made at the Park District of La Grange administration offices, located at 536 East Avenue, La Grange, IL 60525.
2. All rentals require a security/damage deposit. See guidelines for more details.
3. Proof of La Grange residency required at time of application for resident rates to apply.
4. Any individual/group which stays beyond their scheduled time by more than 15 minutes will be charged a fee, based on the hourly rate, to be deducted from the security deposit and will be invoiced for any additional amount.

Refund of Fees

1. The security/damage deposit is forfeited if the renter cancels the rental.
2. A refund of the facility rental fees may be granted if the individual/group provides notice of cancellation at least 14 days prior to the date reserved. Facility rental fees are forfeited if cancellation notice is less than 14 days prior to the date reserved.



Facility Rental Guidelines

Indoor Rental Facility Guidelines

1. Renter must be present at function at all times, NO EXCEPTIONS, or deposit will be forfeited. The renter is responsible for the conduct of the attendees at the rental. Your guests must remain in the designated room.
2. Renter must be at least 21 years of age at time of application to rent and must show proof of residency in the form of a driver's license/State ID or utility bill to receive resident rates. Security deposit will be forfeited if residency status is misrepresented.
3. All facility rental requests must be made a minimum of two weeks in advance. The Park District reserves the right to deny requests not submitted within this time frame. Requests will not be accepted more than 90 days in advance except for the Banquet Room, Rooms 105 & 106 and the Community Center.
4. Payment methods accepted for rental fees and security/damage deposit fees include cash, check, Visa, MasterCard, Discover and cashier's check. All fees are due at least two weeks prior to rental date. No personal checks will be accepted for payments made less than 14 days prior to rental date. A driver's license/State ID is required for all payments made by personal check. Checks should be made payable to Park District of La Grange.
5. Rentals of less than \$100 require a \$50 security/damage deposit. Rentals \$100 and over require a \$100 security/damage deposit. Banquet rentals that include alcohol require a \$200 security/damage deposit. The security/damage deposit is processed to secure the reservation and serves as the damage deposit. Deposit is refunded back to renter within 10 business days of rental upon determination that the space was left as it was upon entering, as well as no rule violations.
6. The security/damage deposit is forfeited if the renter cancels the rental. A refund of the facility rental fees may be granted if the renter provides notice of cancellation at least 14 days prior to the date reserved. Facility rental fees are forfeited if cancellation notice is less than 14 days prior to rental date.
7. Facility use is the time designated on the application. Renter must allow time for set up and clean up of event in rental hours. Access to rental space is 15 minutes prior to rental start time. There is 30 minutes of set up time allowed for banquet room rentals. Rental must be cleaned up and attendees cleared out of room/facility at the end of the rental time stated on application.
8. Rentals requiring a Park District staff member to open and close facility will be charged an additional fee. The supervisor will open the facility 15 minutes prior to the rental time and will close the facility at the scheduled rental end time. If the renter fails to show after 30 minutes of their rental start time, they will be judged a "no show", the building will be closed and Park District staff will leave. The Park District reserves the right to require a staff member to remain on site for an additional fee.
9. Renters who exceed their approved rental hours by more than 15 minutes will be charged a fee based on the hourly rate to be deducted from the security deposit.
10. Fees are subject to change without public notification.
11. After hour rentals are made available at the Recreation Center for an additional hourly rate. After hours begin at 9 p.m. Monday-Friday, 6 p.m. Saturday and 5 p.m. Sunday. After hours are limited to 11 p.m. at the Recreation Center. Community Center rentals are limited to a 10 p.m. end time.
12. Rental includes space, chairs and tables only. Other rental needs or requests will be at an additional cost. Recreation Center rentals include staff set up of tables/chairs per renter's request. Community Center renters are responsible for their own set up and take down of facility tables/chairs during their rental time.



13. Renter should wipe off tables & chairs and place garbage in provided receptacles. Remove all decorations immediately after rental. Facility must be left in the same condition as you found it and it must be suitably clean so another group could use it after you.
14. Renter pays for any damage repair/cleaning services required as a result of actions performed by renter and/or guests.
15. Solicitation shall not take place within any part of the facility without prior permission from the Park District.
16. The Park District reserves the right to revise any rules in respect to the welfare of the facility.
17. Renters and their guests must conduct all activities in a mature, responsible manner.
18. No betting or gambling allowed in or on Park District of La Grange facilities.
19. The Park District assumes no responsibility for loss of or damage to personal property brought to the rented facility.
20. Renters and their guests must comply with rules, regulations and ordinances of the Park District of La Grange, Village of La Grange and State of Illinois in use of the facility.
21. The Park District of La Grange reserves the right to require a police officer on duty. Additional fees may apply.
22. Renters charging a gate (ticket) fee for their activity will be subjected to a maximum 10% charge of gross profits to the Park District.
23. Children under 18 must be supervised at all times by an adult 21 and above. One adult over 21 years of age for every 10 youths in attendance is required. Adult supervision is required at all times in the indoor playground.
24. Any outside equipment/entertainment brought in for facility rental requires approval by the Park District of La Grange. Additional insurance requirements may apply.
25. All food and drink must be kept in the immediate area of rental.
26. Security deposit will be forfeited due to a false 911 call, non-emergency fire alarm, or any other action causing the evacuation of the facility and/or the necessity of emergency personnel to arrive for an unnecessary reason.
27. Smoking is not permitted in the building or within 15 feet of the facility.
28. No burning candles are allowed in any facility, except for a brief time for birthday cake candles.
29. No staples, screws, nails or tape of any kind can be affixed to any wall or surface. Only non-marking tape putty is allowed. Confetti, silly string and piñatas are not permitted. The Park District will not provide tools needed to decorate.
30. Alcohol is limited to the Banquet Room at the Recreation Center only and requires a 30-day advance request from the renter. There is a \$150 charge for the required alcohol permit, which grants approval for beer and wine products only. Renter assumes full responsibility for all alcohol brought into the building. Renter is the only individual allowed to supply beer and wine products for an event; Bring Your Own Beverage (BYOB) events are not allowed. Deposit will be forfeited and event will be immediately terminated if alcohol is brought outside the Banquet Room or brought to any other Park District facility. Renter must dump open alcohol and remove unopened alcohol at end of rental.
- 31. All/part of the damage deposit shall be forfeited if renter neglects any of the responsibilities/guidelines listed above.**



Outdoor Facility Rental Guidelines

1. Renter must be present at function at all times, NO EXCEPTIONS, or deposit will be forfeited. The renter is responsible for the conduct of the attendees at the rental.
2. Renter must be at least 21 years of age at time of application to rent and must show proof of residency in the form of a driver's license/State ID or utility bill to receive resident rates. Security deposit will be forfeited if residency status is misrepresented.
3. All facility rental requests must be made a minimum of two weeks in advance. The Park District reserves the right to deny requests not submitted within this time frame. Requests will not be accepted more than 90 days in advance.
4. Payment methods accepted for rental fees and security/damage deposit fees include cash, check, Visa, MasterCard, Discover and cashier's check. All fees are due at least two weeks prior to rental date. Full payment must be received 2 weeks prior to facility use. A driver's license/State ID is required for all payments made by personal check. No personal checks will be accepted for payments made less than 14 days prior to rental date. Personal checks should be made payable to Park District of La Grange.
5. Rentals of less than \$100 require a \$50 security/damage deposit. Rentals \$100 and over require a \$100 security deposit. The security/damage deposit is processed to secure the reservation and serves as the damage deposit. The deposit is refunded back to the renter within 10 business days of rental upon determination that the space was left as it was upon entering, as well as no rule violations.
6. The security/damage deposit is forfeited if the renter cancels the rental. A refund of the facility rental fees may be granted if the renter provides notice of cancellation at least 14 days prior to the date reserved. Facility rental fees are forfeited if cancellation notice is less than 14 days prior to rental date.
7. Facility use will be the time designated on the application. Renter must allow time for set up and clean up of event in rental hours.
8. Rentals requiring Park District staff to open & close the facility will be charged an additional fee. Supervisor will open the facility 15 minutes prior to rental time & will close facility at the scheduled rental end time. The Park Dist. reserves the right to require a staff member to remain on site for an additional fee.
9. Fees are subject to change without public notification.
10. Parks close at sundown. This means that park must be completely cleared out by that time.
11. Rental includes reserved space only. Other rental needs/requests will be at an additional cost.
12. Place garbage in provided receptacles. Remove any/all decorations immediately after rental. Facility must be left in the same condition as you found it.
13. Renter pays for damage repair/cleaning services required as a result of renter's and/or guest's actions.
14. Solicitation shall not take place within any part of facility without prior permission from the Park Dist.
15. The Park District reserves the right to revise any rules in respect to the welfare of the facility.
16. Renters and their guests must conduct all activities in a mature, responsible manner.
17. No betting or gambling allowed in or on Park District of La Grange facilities.
18. The Park District assumes no responsibility for loss of or damage to personal property brought to the rented facility.
19. Renters and their guests must comply with rules, regulations and ordinances of the Park District of La Grange, Village of La Grange and State of Illinois in use of the facility.
20. The Park District reserves the right to require a police officer on duty. Additional fees may apply.
21. Renters charging a gate (ticket) fee for their activity will be subjected to a maximum 10% charge of gross profits to the Park District.
22. Children under 18 must be supervised at all times by an adult 21 or older. One adult over 21 years of age for every 10 youths in attendance is required.
23. All food and drink must be kept in the immediate area of rental.
24. Any outside equipment/entertainment brought in for facility rental requires approval by the Park District of La Grange. Additional insurance requirements may apply.
25. Vehicles are not allowed on park property at any time, except in designated parking areas.
26. Outdoor cooking is only allowed with prior consent from Park District staff. Use caution to safely extinguish coals and dispose of properly.
27. No open fires are allowed at any outdoor location.
28. Access to indoor washrooms available at Denning Park only. An additional \$50 key deposit is required. Key is picked up/returned at the Recreation Center administrative offices.
29. Security deposit will be forfeited due to a false 911 call, non-emergency fire alarm, or any other action causing the evacuation of the facility and/or the necessity of emergency personnel to arrive for an unnecessary reason.
30. Additional fee applies for light usage. Lights are not available until after 6 p.m.
31. **ALCOHOL IS NOT ALLOWED IN THE PARKS. Deposit will be forfeited and event will be terminated immediately if alcohol is brought to the facility.**
32. **All/part of the damage deposit shall be forfeited if renter neglects any of the responsibilities or guidelines listed above.**

