

**WESTERN SPRING RECREATION DEPARTMENT**  
**RECREATION CENTER- Facility Rental Information and Policies**  
*Updated Fee Policy as of 4/1/16*



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

**GENERAL POLICIES:**

- All facilities (gyms and rooms) have a minimum 1-hour rental time (not including set up and clean up). Your reserved time must include your set up and clean up; starting early or going over your end time may result in additional charges. Your reservation will be considered confirmed when you receive a receipt from the Recreation Dept. The Recreation Dept. reserves the right to modify or cancel your reservation at any time.
- If attendance is over 25 people, the price may increase.
- No alcohol or tobacco products are permitted in any facilities at any time.
- **SPECIAL EQUIPMENT:** Any special equipment you would like to bring for your event must be approved in advance by the Recreation Department. In addition, you will be responsible for any unforeseeable damage or extra costs your use of such equipment may incur.
- **NO TAPE ALLOWED ON GYM FLOORS.**
- **For one to three day rentals:** The full rental fee is required, along with the Rental Request Form and Waiver. Once the Request Form, Waiver and fee are submitted, the rental will be entered into our system. If you cancel your reservation with 24-hour notice after this point, a \$10 cancel fee will be charged and the remainder will be returned to you in the manner in which you paid. If one day is cancelled with 24-hour notice, a \$10 cancel fee will be charged. If other days are cancelled after that with 24-hour notice, no other cancel fees will be charged. For any rentals cancelled with less than 24-hour notice, no refunds will be given.
- **For rentals over 4 days or more:** 25% of the total fee is required as a deposit (which will be applied to fees), along with the Rental Request Form and Waiver. Once the Request Form, Waiver and deposit are submitted, the rental will be entered into our system. If you cancel any single day of your reservation with 24-hour notice, a \$10 cancel fee will be charged. If you cancel any single day of your reservation with less than a 24-hour notice, the full rental fee will be charged. If you use part of your reservation and cancel the remainder of the rental with 24-hour notice, a flat \$10 cancel fee will be charged.
- **Fee payment:**

|                                 |   |
|---------------------------------|---|
| <b>One to three day rental:</b> | <b>Fees paid in full</b>                              |
| <b>4 days or more rental:</b>   | <b>Deposit of 25% of total fees*</b>                  |
| <b>Fee for the Rec Gym:</b>     | Resident:   |
| <b>(½ gym)</b>                  | Non-Resident:   |
|                                 | \$40/hour plus \$10 table/chair fee (2 hours = \$90)  |
|                                 | \$55/hour plus \$10 table/chair fee (2 hours = \$120) |
| <b>Fees for Rec Rooms:</b>      | Resident:   |
|                                 | Non-Resident:   |
|                                 | \$20/hour plus \$10 table/chair fee (2 hours = \$50)  |
|                                 | \$30/hour plus \$10 table/chair fee (2 hours = \$70)  |

(These fees are for non-profit groups; there are increased fees for other group classifications. Call the Rec Dept for more details.)
- Any weekend (or holiday) rentals must be cancelled by 12:00 pm the Friday (or the last business day) before the rental or the full fee will be charged.
- Ball rental is available for a \$10 fee (plus \$25 **CASH** deposit for balls taken to Grand Ave.) Available ball kits: basketballs (7); dodgeballs (8) and Miscellaneous (3 basketballs, 2 kick balls and 1 football). Ball kits are available for pickup at the Recreation Center during business hours the Friday before the party and must be returned the following Monday, when the cash deposit will be returned.
- 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 charge an additional fee, as determined by the Recreation Director. Depending on the event, we may also require an additional \$100 security deposit. Your additional 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. – 7:30 P.M. |

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

**SPECIFIC POLICIES REGARDING THE RECREATION CENTER GYM:**

- Standard party 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.**

**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).**

VILLAGE of WESTERN SPRINGS  
Recreation Department



1500 Walker Street

Western Springs, IL 60558-0528

(708) 246-9070

Fax: (708) 246-1309

www.wsprings.com/recreation

# FACILITY RENTAL REQUEST FORM

Today's Date: \_\_\_\_\_

Person making request: \_\_\_\_\_

Group (if applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

2<sup>nd</sup> 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 ( ) Neal Room

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

Beginning and end rental dates \_\_\_\_\_ to \_\_\_\_\_ Any dates to skip? \_\_\_\_\_

Beginning and end rental times\* \_\_\_\_\_  
(1 hour minimum rental for gym and classroom)

Activity during rental\* \_\_\_\_\_ Number of attendees \_\_\_\_\_

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

Special Equipment you will be using (must be approved by Recreation Director):\* \_\_\_\_\_

\*Please read the "Special Equipment" section in Disclaimer.

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

\*Renter responsible for set up and break down of table/chairs

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

Deposit: \_\_\_\_\_ 4 or more days rental – 25% of total fees

Full fee: \_\_\_\_\_ 1-3 days rental

### NO TAPE ALLOWED ON GYM FLOORS

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

WS Recreation Department  
1500 Walker Street  
Western Springs, IL 60558

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**PAYMENT ENCLOSED**

( ) Cash ( ) Check No. \_\_\_\_\_ ( ) Visa ( ) MasterCard ( ) Discover

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name as it appears on credit card \_\_\_\_\_

Amount to charge: ( ) \$ \_\_\_\_\_ deposit OR ( ) Full rental fee of \$ \_\_\_\_\_

## DISCLAIMER

FACILITY: RECREATION CENTER ROOM(S) \_\_\_\_\_ DATE(S) OF RENTAL: \_\_\_\_\_

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.

**CANCELLATION POLICY:** Cancellations require a 24-hour notice for weekday rentals and a 48-hour notice for weekend rentals. You will be charged a \$10.00 cancellation fee per date reserved.

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

**SPECIAL EQUIPMENT:** Any special equipment you would like to bring for your event must be approved in advance by the Recreation Department. In addition, you will be responsible for any unforeseeable damage or extra costs your use of such equipment may incur. **IF YOU MOVE THE MATS/RUGS/ETC YOU MUST MOVE THEM BACK TO THEIR ORIGINAL POSITIONS.**

**NO PINATAS ARE ALLOWED IN THE GYM.**

**RENTAL TIMES INCLUDE:** Entry, set up and clean up time. The room must be returned to its original condition.

**GYM FLOORS:** No tape is allowed on gym floors.

**RENTERS ARE RESPONSIBLE FOR:** (1) Closing all windows and 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. You may be charge additional fees for any clean up by the Recreation Dept. after your rental.

**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 cost as determined by the Director of Recreation.

**SERVING OF FOOD AND/OR DRINKS** is prohibited in the gym and Rooms 24-26 and 28 at all times. Food can be served in Room 21 only.

**CLEANING EQUIPMENT:** Please use paper towels located in the classrooms or bathrooms 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 **MUST CLEAN UP** after your rental. You may be charged additional fees for any clean up by the Recreation Dept. after your rental.

**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 an additional charge. 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.

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

**DISCLAIMER:** The Recreation Department and/or the Village of Western Springs will not be held liable for any claims made by organizations or individuals using the Recreation 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 Recreation Department and the Village of Western Springs will require the renting party to sign the **RENTAL AGREEMENT** after having read and signed the **WAIVER AND RELEASE OF ALL CLAIMS** (below).

### 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(ren)/ward(s) you will be waiving your rights and/or the rights of your minor child(ren)/ward(s) as well as assume liability for guests/ volunteers/players/participants to all claims for injuries you or your minor child(ren)/ward(s) might sustain, as well as assume liability for injuries 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 Recreation Department and 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/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(ren)/ward(s) 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 facility."

**WAIVER OF INJURY CLAIMS:** "I agree to waive and relinquish any and all claims I or my minor child(ren)/ward(s) may have, as well as assume liability for injuries 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 Recreation Department and 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(ren)/ward(s) might sustain, and I assume all liability for guests/volunteers/players/participants' injuries which 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 Recreation Department and 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(ren)/ward and assume liability for guests/volunteers/players/participants' injuries arising out of, connected with, or in any way associated with the activities during the use of the above listed facility."

**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(ren) 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