

## Community Center Rental Information Form

## Rental Rates

### Community Center

1777 S. Blanchard  
Wheaton, IL 60187  
630.690.4880

[www.wheatonparkdistrict.com](http://www.wheatonparkdistrict.com)

### Hours of Operation

Monday - Friday 5 am - 9 pm  
Saturday 7 am - 5 pm Sunday 7 am - 5 pm

### Features

- 122,000 square foot building adjacent to Rice Pool & Water Park
- Nine (9) multi-use rooms available for group rental
- Accessible for persons with disabilities; wheelchair available
- Public restrooms
- Drinking fountains
- Parking for 600 cars
- WiFi access may be available in some meeting rooms

### Rental Categories

**Resident** – groups or individuals residing within park district boundaries.

**Nonresident** – groups or individuals residing outside park district boundaries.

**Commercial** – groups, individuals, and businesses within the park district, as well as out of district, whose purpose is monetary gain.

### Rental Information

1. Applications must be made in writing and on the form provided by the park district and signed by the adult assuming responsibility for the group. Applications may be faxed, emailed or dropped off in person at the Wheaton Park District Community Center, 1777 S. Blanchard, Monday-Friday, 5 am to 9 pm, Saturday, 7 am to 5 pm, and Sunday, 7 am to 5 pm.

2. Applications are processed on a first-come, first-served basis within seven (7) days of receipt.

#### 3. Reservation Schedule

Because park district programs are conducted according to four program seasons, room requests will be granted on the same schedule. Listed below are the schedules for the fall, winter, spring and summer seasons:

- **Fall** applications may be submitted on or after July 1 for use of the facility between September 1 and December 31.
- **Winter** applications may be submitted on or after November 1 for use of the facility between January 1 and March 31.
- **Spring** applications may be submitted on or after February 1 for use of the facility between April 1 and May 31.
- **Summer** applications may be submitted on or after April 1 for use of the facility between June 1 and August 31.

4. All rental monies must be paid one week in advance. Failure to pay by the designated deadline will automatically result in cancellation. If you cancel within two (2) days of rental date, 50% of the payment will be returned.

5. Rental charges are subject to change upon periodic review.

6. The gym, fitness/dance rooms and kitchen are not available for rental.

7. Due to liability issues, homemade goods are not allowed to be served.

8. Rooms can only be rented during regular hours of operation of the Wheaton Park District Community Center and upon approval of the Facility Manager.

9. Renter must provide a Certificate of Insurance naming the Wheaton Park District as certificate holder and additional insured on insurance certificates from any and all participating caterers, musicians, rental companies, or any other persons, firms or entities hired by the renter. The insurance coverage shall be Public Liability insurance in an amount not less than \$1,000,000.00 All certificates of Insurance are subject to approval by the Wheaton Park District.

10. Candles and open flames are prohibited at the Community Center, including birthday candles.

11. The Wheaton Park District Community Center is a non-smoking facility.

12. Alcohol is not permitted at the Wheaton Park District Community Center.

All room rental rates are per hour

We reserve the right to change the assigned room if it becomes necessary.  
Rental fees include set-up of tables/chairs and any rental equipment.

Room	Capacity	Resident	Non-Resident	Commercial
Memorial	375 w/chairs 200 w/tables	\$77	\$153	\$177
Rathje	60 w/chairs 36 w/tables	\$23	\$45	\$52
Kelly	60 w/chairs 36 w/tables	\$23	\$45	\$52
Atten	60 w/chairs 36 w/tables	\$23	\$45	\$52
Central	60 w/chairs 36 w/tables	\$23	\$45	\$52
Arrowhead	60 w/chairs 36 w/tables	\$23	\$45	\$52
Atten/Central	120 w/chairs 72 w/tables	\$45	\$90	\$103
Northside	75 w/chairs 60 w/tables	\$26	\$51	\$60
Graf	50 w/chairs 28 w/tables	\$23	\$45	\$52
Atten/Central/Arrowhead	180 w/chairs 108 w/tables	\$68	\$135	\$155
Zone	75 w/chairs 60 w/tables	\$77	\$153	\$177

### Equipment Rental Fees

A sales tax rate of 8% will be applied to rental equipment

TV/VCR/DVD	Easel/Chalkboards	Lecterns	Projectors and Screens	Miscellaneous
TV Monitor / Cart \$40	Easel \$8	Desk top model \$8	Audio visual cart \$8	Extension cord \$5
	Easel w/dry erase board/markers \$10	Floor model \$14		Coat rack \$15
	Easel w/dry erase board & flip chart, markers \$12	Floor model w/sound system \$45	LCD projector \$25	Piano \$80
	Chalkboard and chalk \$8		Screens 6ft. \$12	
			20ft. & Projector \$100.00 Memorial room only	

### Special Service Charge

1. A minimum special service charge of \$20 will be assessed when any room reservation involves extra handling of chairs, tables or similar equipment that is not previously requested.
2. Excessive cleanup costs by park district custodial staff will be charged and billed to the renter at the rate of \$20 per hour at the discretion of the Facility Manager. Excessive damage includes, but is not limited to, floor scrapes, appliance damage and large amounts of food or stains found on floor.
3. Time used by the renter beyond the specified reservation will be assessed at the hourly room rate, and charged by the quarter hour. Payment is due before the renter leaves the facility.
4. Any party wishing to charge an entrance fee must submit a request in writing for Executive Director/Board approval.

**WHEATON PARK DISTRICT COMMUNITY CENTER  
FACILITY RENTAL APPLICATION**

Date Received \_\_\_\_\_

COI \_\_\_\_\_

Please fill out this digital form and email to [jledonne@wheatonparks.org](mailto:jledonne@wheatonparks.org)

Name of organization \_\_\_\_\_

Name of applicant \_\_\_\_\_ Email: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Names of 2 other adults/chaperones who will be present at the function or whom the park district may contact:

1. \_\_\_\_\_ Phone: \_\_\_\_\_ 2. \_\_\_\_\_ Phone: \_\_\_\_\_

Circle type of rental category:      **Resident**      **Non-Resident**      **Commercial** (see the Community Center Rental Information Form included)

Type of rental (meeting, seminar, training, party etc.) \_\_\_\_\_

Description of Event \_\_\_\_\_

Date(s) \_\_\_\_\_ Day of week requested: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Total headcount/estimated attendance \_\_\_\_\_

Room preference: \_\_\_\_\_

Please check the set-up option below. (see the Set Up Option Form included)

Set up Option:

Number of tables: \_\_\_\_\_

Number of chairs: \_\_\_\_\_

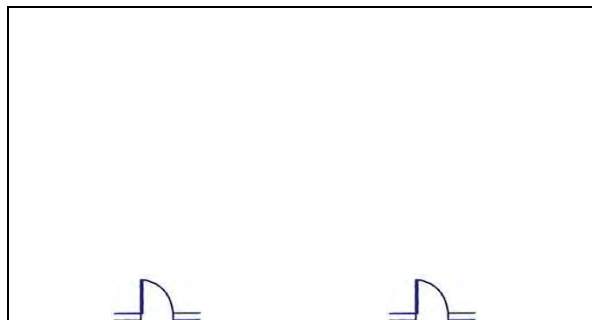
Other equipment:

Will your group bring any of the following to the Community Center?

Materials, literature or equipment      **Y**      **N**

Food and/or beverages      **Y**      **N**

If you require a special set up, please indicate in this box



Describe: \_\_\_\_\_

**All rental monies must be paid one week in advance. Failure to pay by the designated deadline will automatically result in cancellation. If you cancel within 2 days of your rental date, 50 % of your payment will be refunded.**

I/We understand that I/we are subject to all laws of the State of Illinois and to Wheaton Park District ordinances, and that no activities in violation of such laws or ordinances shall be permitted on subject premises during the lease or use thereof.

I/We hereby agree to use Wheaton Park District facilities in accordance with regular park district policies and regulations, and agree to the charges incurred if any.

**WAIVER** As a user of the Wheaton Park District Community Center, I recognize and acknowledge that there are certain risks of physical injury, and I and those in my charge agree to assume the full risk of any injuries, including death, damages or loss which I and those in my charge may sustain as a result of participating in any and all activities connected with or associated with such use of the Community Center. I agree to waive and relinquish all claims that I and those in my charge may have as a result of use of this park district facility against the park district and its officers, agents, servants and employees.

I do hereby fully release and discharge the park district and its officers, agents, servants, and employees from any and all claims for injuries, including death, damage or loss which I and those in my charge may have, or which may occur to us on account of our participation in the use of the Community Center.

I further agree to indemnify and hold harmless and defend the park district and its officers, agents, servants, and employees from any and all losses sustained from injuries, including death, damages, and losses sustained by me and those in my charge and arising out of, connected with or in any way associated with the activities in the use of the Community Center. I have read and fully understand the above use of park district facilities and Waiver and Release of all claims.

Signature (over 21 years)

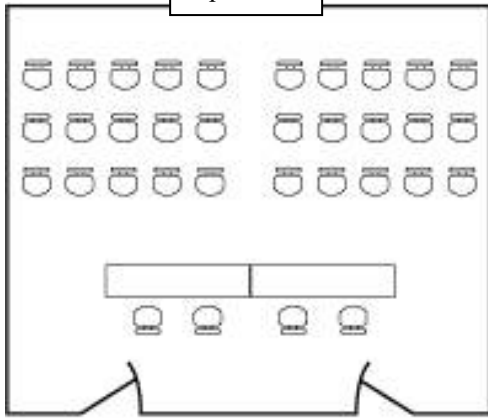
Date

**WHEATON PARK DISTRICT COMMUNITY CENTER  
RULES & GUIDELINES FOR USE OF FACILITY**

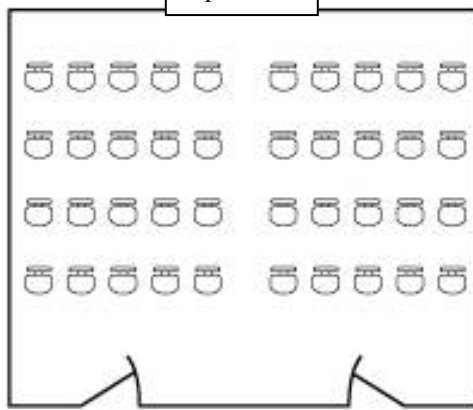
1. Use of the facility is subject to the ordinances and general use regulations of the Wheaton Park District.
2. Lessee(s) will be responsible for and will pay for any damage to park district property arising out of the use of the said facility pursuant to this contract.
3. Lessee(s) must leave room in the same condition in which it was found. If you notice any damage/spills, it is the lessee's responsibility to notify Wheaton Park District staff immediately.
4. Excessive clean-up costs by park district custodial staff will be charged and billed to the renter at the amount of \$20 per hour at the discretion of the Facility Manager. Excessive damage includes, but is not limited to, furniture, floor scrapes, appliance damage, and large amounts of food or stains on floor.
5. A minimum special service charge of \$20 will be made when any room reservation involves extra handling of chairs, tables, or similar equipment that is not previously requested.
6. Smoking and consumption of alcohol are not permitted anywhere on the Wheaton Park District Community Center property.
7. Due to liability issues, homemade foods are not allowed to be served.
8. Posting of advertisements, decorations, etc. must be preapproved by the Facility Manager.
9. Community Center staff reserves the right to reassign any meeting room location based on unforeseen circumstances.
10. Management reserves the right to add to or change the rules as needed in the best interest of the Wheaton Park District.
11. Supplying of inaccurate information on the application or violation of park district rules will be cause for revocation of application. No refund will be granted.
12. The hours of operation for the Community Center are Monday through Friday 5am to 9pm, Saturday 7am to 5pm, and Sunday 7am to 5pm.
13. The person requesting the facility is responsible for the conduct of all adults and children in the party.
14. Children must be supervised at all times by an adult of 21 years or older during rental hours. One adult per 10 children is required.
15. Wheaton Park District reserves the right to have a designated employee visit for the purpose of supervision.
16. Time used by the renter beyond the specified reservation will be assessed at the hourly room rate, and charged by the quarter hour. Payment must be made before leaving the premises.
17. All rental monies must be paid one week in advance. Failure to pay by the designated deadline will automatically result in cancellation.
18. If renter cancels 48 hours before rental date, 50% of payment will be returned.
19. No park district equipment shall be removed from the building. Tables and chairs shall be used for their intended purposes only. Wall partitions are not to be moved or opened by the renter.
20. No gambling, lotteries or raffles shall be performed, and no liquor shall be bought or consumed upon the premises or be in the possession of any member of the party unless approved by the Director. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees.
21. The Wheaton Park District does not assume any liability for property lost or stolen on the park district premises, or for personal injuries sustained on the premises during lessee(s) use of the premises, and lessee(s) hereby agree to hold said park district harmless from all claims, suits, judgment or damages arising out of any such property loss or personal injury.
22. A Contract for Lease of the Wheaton Park District Community Center will not be entered into by the Wheaton Park District unless said contract is signed and delivered to the office of the Wheaton Park District Community Center.
23. For certain type of rentals, a certificate of insurance naming the Wheaton Park District as certificate holder and additional insured. This includes all participation caterers, musicians, rental companies or other persons, firms or entities hired by the renter. Coverage shall be public liability in an amount not less than \$1,000,000.00.

# SET UP OPTIONS FORM

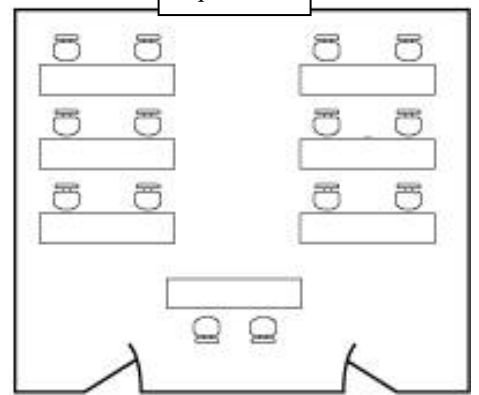
Option A



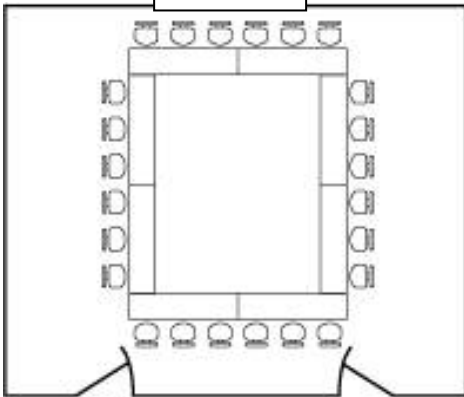
Option B



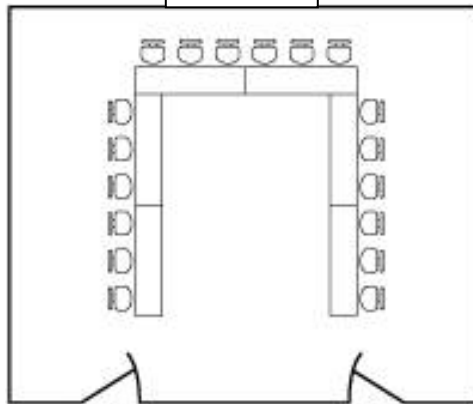
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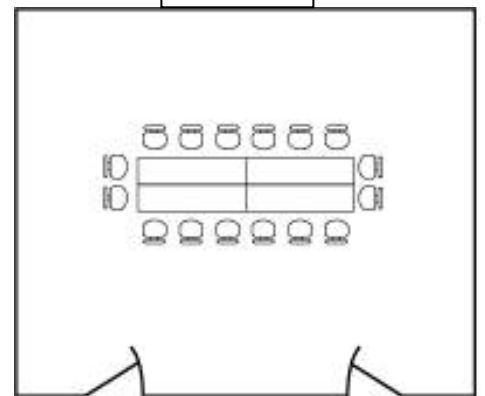
Option D



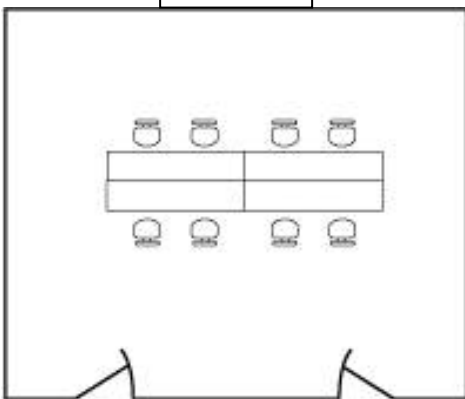
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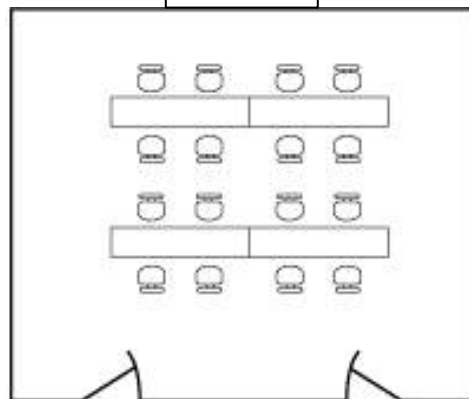
Option F



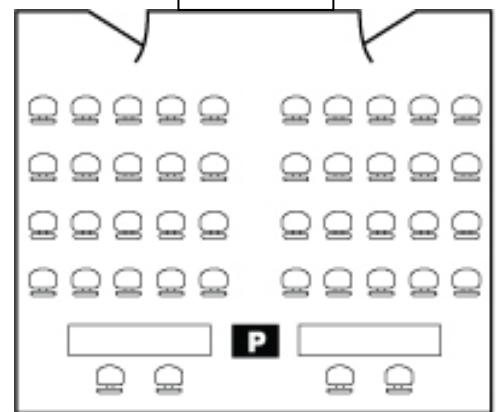
Option G



Option H

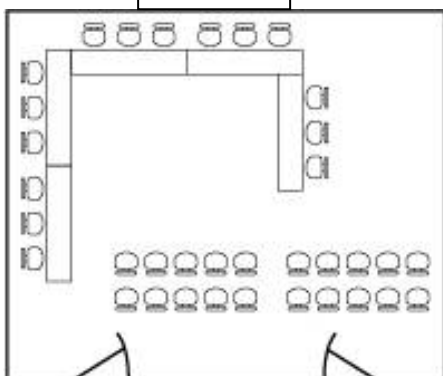


Option I

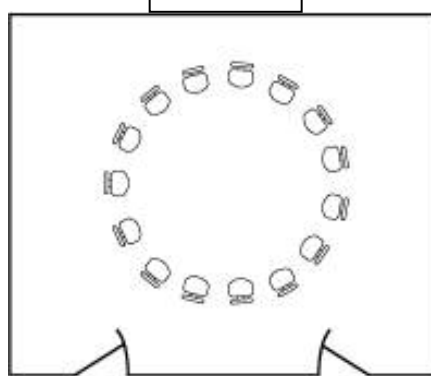


**P** = Podium

Option J



Option K



Option L

