



Iowa Community Center
 338 N. Iowa Ave.
 Villa Park, IL 60181
 Phone: 630-834-8970
 Fax: 630-834-8982
 Website: www.invillapark.com

Community Recreation Building
 320 E. Wildwood Ave.
 Villa Park, IL 60181
 Phone: 630-834-8525
 Fax: 630-834-8528

Application for Building / Facility Use

Applicant Information

Main Contact Person:		Today's Date:	
Name of Organization:			
Address:			
City:	State:	Zip Code:	
Home Phone:		Cell Phone:	
Work Phone:		Email:	
Secondary Person:		Phone:	

Briefly Describe Activity:

Requested Location (Please Check Requested Locations)

IOWA COMMUNITY CENTER		CORTESI VETERANS MEMORIAL PARK	NORTH TERRACE	COMMUNITY RECREATION BUILDING
Gym R- \$55/hr. NR-\$75/hr. Max. Capacity 100 No Kitchen Available	Room 10 or 12 (Classroom) R- \$30/hr. NR - \$50/hr. Max. Capacity 25 No Kitchen Available	The Depot R-\$75/hr. NR-\$95/hr. Max. Capacity 20 No Kitchen	North Terrace Building R-\$55/hr, NR-\$75/hr Max. Capacity 20 Kitchen Included Set-up is on your own.	Upper Level R- \$55/hr, NR - \$75/hr Max. Capacity 140 Kitchen & Coffee Pot Included

Attach room set up instructions on a separate sheet of paper.

Requested Dates & Times

DAYS and DATES:	TIME(S)					
	From		AM/PM	To		AM/PM
	From		AM/PM	To		AM/PM
	From		AM/PM	To		AM/PM
	From		AM/PM	To		AM/PM

Agreement

It is hereby understood that the undersigned applicant will arrive at opening time, remain until closing time and be completely responsible for the proper conduct of the group as specified in the rules for building use. This application, if approved, will serve as your permit for use of the property described above and must be on the person responsible at the site at all times. The above named applicant also agrees to the terms and conditions that are listed on the other side of this application.

Printed Name: _____

Signature: _____ Date: _____

Office Use Only

Application Date:		Approved:	Disapproved:	
Signature:		Date:		
Deposit (Cash or Visa, MasterCard or Discover)	Deposit Due: \$	Date Deposit Paid:	Credit Card Deposit: Date Deposit will be refunded:	Cash deposit: VPPR check will be mailed. Renter's Initials: _____
Rental Fee: \$		Due By:	Date Paid:	
Date Copy Sent to Applicant:				

BUILDING RENTAL PROCEDURES & RULES

1. Requests for building rental must be submitted to the Village of Villa Park • Parks and Recreation (VPPR) on an Application for Building/Facility Use Form. These forms are available at the Iowa Community Center (ICC) & Community Recreation Building (CRB), and on our website at invillapark.com. The Facility Use Request form must be completely filled out and signed by an adult assuming responsibility for the group.
2. Requests for rentals may be submitted up to one (1) year in advance but no less than two (2) weeks in advance of the requested date. Approvals of rentals are subject to availability based on recreation department program scheduling.
3. A refundable security deposit is required in the amount of 50% of the total rental. The deposit is payable upon approval of the application form. In the event of any damages or expenses incurred by the renting group, VPPR reserves the right to retain the security deposit. The security deposit will be refunded if the facility rented is found to be in acceptable condition as to cleanliness, timeliness and damage following the rental. The Village will submit a check request the following Tuesday of the event. Please allow up to (21) days for processing and postal delivery for the security deposit refund check.
4. The total rental fee is due no less than fourteen (14) days prior to the use of the facility.
5. Requests for use of tables and chairs and a general description of the room layout must be provided ten (10) business days prior to rental date.
6. The ICC, North Terrace Park (NTP) Building and The Depot at Cortesi Veterans Memorial Park (CVMP) are available for rental 7:00 a.m. – 10:00 p.m. daily except Village of Village Park (Village) holidays or dates Village events preclude rentals.
7. The CRB is available for rental 7:00 a.m. – 10:00 p.m. Sunday through Thursday, and 7:00 a.m. – 11:00 p.m. on Fridays and Saturdays except Village holidays or dates Village events preclude rentals.
8. Groups remaining in the facility later than the time indicated on the approved Facility Use Request will be charged for the additional time used.
9. For rentals which require more than one custodian be on duty, an additional custodial fee will be charged. Rentals at NTP and CVMP does not include a custodian.
10. Inaccurate information supplied on the application or violation of the stated rules will result in revocation of the approved application with no refund.
11. There is a kitchen available at the CRB and the NTP Building which is included in the rental fee; however, there is not a kitchen available for rent at the ICC.
12. VPPR assumes no responsibility for any accident or losses of property. The rental group shall hold the Village Board and Staff harmless for any costs or liability resulting from the groups' activities and programs.
13. The building and all rooms shall be left in an orderly condition.
14. The applicant shall assume complete responsibility for any damages to the building and its facilities. Breakage or loss, if any, will be repaired or replaced promptly. If VPPR repairs or replaces any property, the renter will be charged the cost of the materials and labor paid by VPPR.
15. Permission to use a facility may be denied to any group that is disorderly or objectionable in any way, or that violates regulations.
16. Adequate adult supervision, as determined by VPPR, must be provided at all times. Renters may be required to employ officers of the Villa Park Police Department.
17. ALCOHOLIC BEVERAGES *are not allowed* in the building or on the grounds.
18. Gambling, including lotteries, *is prohibited* in the buildings and on the grounds.
19. All Village of Villa Park buildings are “NO SMOKING” facilities.
20. Decorations may not be attached to any part of the ceiling, floors, or other parts so as to deface or damage any portion thereof. Confetti is strictly prohibited.
21. Candles *are not allowed* and may not be used as decorations for any rental.
22. At the CRB and NTP Building, the kitchen stovetop, oven, microwave and counters must be thoroughly cleaned.
23. All groups must bring their own dishes, pots, pans, silverware, etc. A coffee pot will be provided, upon request at the CRB.
24. Storage of dishes, tables, etc. by private groups is not allowed. All equipment will be under the VPPR's control.
25. When leaving a building, all windows must be secured and locked.
26. No room or building keys will be issued to users except for the NTP Building. In this event, an adult representative must sign for a key at the ICC on the weekday of or prior to the event and the key must be returned on the weekday following the event. A \$25 CASH deposit is required for a key to the NTP Building.

VILLAGE OF VILLA PARK • PARKS & RECREATION

27. All applicants agree to abide by all Village ordinances and rules, regulations or procedures pertaining to the use of VPPR facilities.
28. VPPR reserves the right to cancel reservations by mailing written notice to the person responsible for the building at least one week prior to the reserved date.
29. The ICC's gymnasium is not air-conditioned; however, there are fans that are available.
30. The Rental Time is defined as the entire amount of the time during which the renter occupies the facility. This includes time for additional set-up and takedown. Facility use will be the time designated on the application. The renter is allowed in 15 minutes prior to the start time. If the renter fails to show after 30 minutes after the start of the rental they will be judged as a "No Show", the building/facility will be closed and staff sent home.
31. Cancellations must be made at least fourteen (14) days prior to the reserved date. Cancellations made less than 2 weeks prior to the rental date may forfeit their deposit.
32. The Village provides no health/accident insurance for groups using its facilities. Groups may be requested to provide a Certificate of Insurance, signifying that they have sufficient insurance coverage, depending on the activities during the rental.
33. A Certificate of Insurance is required for all staked tents and all inflatables. The Village of Villa Park must be named additional insured.

Certificates of Insurance: If you are a business operating on Village property or employing someone to work on-site, plan to use an inflatable or a tent larger than 10' x 10' on Village property, or plan to use other special equipment at your event, you must provide the Village with a Certificate of Additional Insurance listing the Village of Villa Park, 20 S. Ardmore Ave., Villa Park, IL 60181, as additionally insured for \$2,000,000 for the specific date(s) of your event.

VPPR Village of Villa Park • Parks and Recreation	CRB	Community Recreation Building
ICC Iowa Community Center	CVMP	Cortesi Veterans Memorial Park
NTP North Terrace Park	Village	Village of Villa Park