

Phone: 630-834-8970 • Fax: 630-834-8982

VILLA PARK • Parks & Recreation: <http://www.invillapark.com/211/Parks-Recreation>

Village of Villa Park: www.invillapark.com

Application for Building / Facility / Property 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:

Locations

IOWA COMMUNITY CENTER		NORTH TERRACE BUILDING	OTHER PLEASE (Be Specific)
Gym R- \$75/hr. NR-\$95/hr. Max. Capacity 100 No Kitchen	Classroom (rm 10/12) R- \$50/hr. NR - \$70/hr. Max. Capacity 25 No Kitchen	North Terrace Bldg. R-\$75/hr, NR-\$95/hr Max. Capacity 20 Kitchen Included Set-up is on your own.	

Requested Location:

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

Requested Dates & Times*

Day	Date(s)	Time(s)	Day	Date(s)	Time(s)

Rental Date is not confirmed until this Application is approved by Authorized Staff.

It is hereby understood that the undersigned applicant will arrive at the specified time, remain until closing time and be completely responsible for the proper conduct of the group as specified in the rules for building / facility 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 as well as the Hold Harmless Acknowledgement.

Printed Name:

Signature:	Date:
------------	-------

Office Use Only

Initials of Staff Received App:	Date Received Application:	Approved <input type="checkbox"/> Not approved <input type="checkbox"/>
Signature of Authorized Staff:		Date:
Deposit Type: (Cash or Visa, MasterCard, Discover)	Deposit Amount Due: \$	Date Deposit Paid:
Rental Fee: \$	Due By:	Date Rental Fee Paid:
Date Copy Sent to Applicant:		
Credit Card Authorized Signature:		

To receive Resident Rates for a private rental, the Main Contact Person must be a resident of Incorporated Villa Park and be present at all rental dates. Proof of residency is required. To receive Resident Rates for a team, 51 % of the members must be a resident of Incorporated Villa Park. Proof of residency may be required.

RELEASE AND HOLD HARMLESS AGREEMENT

As a renter using a Village of Villa Park facility / property, I recognize and acknowledge that there are certain risks of injury and I / my organization waives and relinquishes all claims that may result when using this facility / property, against the Village of Villa Park and its officials (either elected or appointed), commissioners, officers, agents, employees and volunteers. We further agree to indemnify, hold harmless and defend the Village of Villa Park and its officials (either elected or appointed), trustees, officers, agents, employees and volunteers from and against any and all claims, suits, or cause of actions, including reasonable attorney's fees, sustained or caused by me or my organization arising out of, in connection with, or in any way associated with this facility.

ACKNOWLEDGEMENT

I have read and fully understand the, the "Release and Hold Harmless Agreement." This release form is completed and signed of my own free will even though I understand it is a requirement for use of this facility. I represent to the Village of Villa Park that I am familiar with the facility / property and I attest and verify that the participants, whether myself or any of my organization or guests are physically fit to participate in the activities at this facility / property.

BUILDING / FACILITY / PROPERTY 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) and on our webpage at <http://www.invillapark.com/279/Parks-Facilities>. 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. If appropriate, a request for a refund of the deposit will be made within three business days of the event. Please allow up to 21 days for processing and postal delivery if a the refund will be made in the form of a 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. A NTP building entry key code will be issued to the main contact person on this rental application no less than 24 hours prior to the rental date. The key code will be programmed 15 minutes prior to your rentals time through your rental end time. The NTP building doors remain locked from the outside at all time. You will need your key code to re-enter the building during your rental.
9. Weekend Rentals requires a minimum of four (4) hours.
10. Groups remaining in the facility later than the time indicated on the approved Facility Use Request will be charged for the additional time used.
11. 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.
12. Inaccurate information supplied on the application or violation of the stated rules will result in revocation of the approved application with no refund.
13. 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.
14. 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.
15. The building and all rooms shall be left in an orderly condition.

16. 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.
17. Permission to use a facility may be denied to any group that is disorderly or objectionable in any way, or that violates regulations.
18. 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.
19. ALCOHOLIC BEVERAGES *are not allowed* in any Village building or on any Village property.
20. Gambling, including lotteries, *is prohibited* in the buildings and on the grounds.
21. All Village of Villa Park buildings are “NO SMOKING” facilities.
22. 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.
23. Candles *are not allowed* and may not be used as decorations for any rental.
24. At the CRB and NTP Building, the kitchen stovetop, oven, microwave and counters must be thoroughly cleaned.
25. All groups must bring their own dishes, pots, pans, silverware, etc. A coffee pot will be provided, upon request at the CRB.
26. Storage of dishes, tables, etc. by private groups is not allowed. All equipment will be under the VPPR’s control.
27. When leaving a building, all windows must be secured and locked.
28. All applicants agree to abide by all Village ordinances and rules, regulations or procedures pertaining to the use of VPPR facilities.
29. 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.
30. The ICC’s gymnasium is not air-conditioned; however, there are fans that are available.
31. 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.
32. 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.
33. 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.
- 34. A Certificate of Insurance (COI) is required for use of a Village parking lot for a gathering, all staked tents and all inflatables. **The Village of Villa Park must be named additional insured.****

*Certificate of Insurance: If you are a business, community organization or similar, operating on Village property or employing someone to work on-site, using a parking lot for a group to gather, 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 Insurance and that must name the Village of Villa Park as additional insured. The minimum coverage must include **\$1,000,000 of General Liability** coverage for the specific date(s) of your event.*

Description of operations should read:

The Village of Villa Park, its elected officials, staff, volunteers, and agents are listed as additional insured.

Certificate Holder should read:

Village of Villa Park
20 S. Ardmore Ave.
Villa Park, IL 60181

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
COI Certificate of Insurance		