



21W730 Butterfield Rd Lombard, IL 60148 630-858-2229 butterfieldpd.com

Permit # \_\_\_\_\_

### ROOM or GYM RENTAL AGREEMENT

Name: \_\_\_\_\_ Type of Event: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (1): \_\_\_\_\_ Phone (2): \_\_\_\_\_ Email: \_\_\_\_\_

#### FEES:

- Activity Room (maximum 60 guests)**
  - Resident: \$75 (per hour)
  - Non-resident: \$85 (per hour)
- Gym (maximum 75 guests)**
  - Resident: \$80 (per hour)
  - Non-resident: \$90 (per hour)

**Room/Gym Rentals do not come with access to kitchen, refrigerator space, or sporting equipment.**

Sporting Equipment: \$15

Rental Date(s): \_\_\_\_\_ Rental Time(s): \_\_\_\_\_ to \_\_\_\_\_

# of Attendees: \_\_\_\_\_ # of Tables: \_\_\_\_\_ # of Chairs: \_\_\_\_\_

**Note:** You will have access to the facility 15 minutes prior to your rental time to set up at no extra charge. The set end time is the time that the renter and all guests must vacate the facility.

#### RENTAL CONDITIONS:

Renter hereby agrees to read, understand, and adhere to all rental conditions. If any rental conditions are not adhered to the Butterfield Park District has the authority to withhold the security deposit or cancel the event at our discretion:

1. Rental Agreements must be completed in full and signed by an adult (21 years or older) who assumes responsibility for the group, agrees to pay for any damages to Park District property that occurs by guests, is responsible for any of the guests' actions and **MUST BE PRESENT DURING THE ENTIRE DURATION OF THE RENTAL.** *Initials* \_\_\_\_\_
2. All rentals need to be reserved at least two weeks prior to the rental date. **Note:** Rentals are processed on a first-come, first-served basis. *Initials* \_\_\_\_\_
3. The rental area will be left as clean as it was prior to the rental. The security deposit will be retained for excessive clean-up. *Initials* \_\_\_\_\_
4. No other facilities or property will be used other than that which is agreed upon in writing and paid for in advance. *Initials* \_\_\_\_\_
5. **NO SMOKING OF ANY KIND, VAPING OR CHEWING TOBACCO** is allowed on or inside any Park District property. *Initials* \_\_\_\_\_
6. Butterfield Park District does not assume liability for any injuries, illnesses, damages, or loss, regardless of severity, that user may sustain because of this Agreement. User further agrees to waive and release the Butterfield Park District from any and all losses, claims, suits, judgments, or damages that user might sustain because of any and all activities connected with or associated with this Agreement. *Initials* \_\_\_\_\_
7. **NO ALCOHOL** shall be brought into or consumed on any Park District property. If this is violated, the rental will immediately cease, area will be cleaned, and property vacated. The sheriff's office will be called to assist if needed and your deposit will be forfeited. *Initials* \_\_\_\_\_
8. Depending upon the nature of the activity, individuals/groups may be required to submit a certificate of insurance with the Butterfield Park District named as additionally insured for not less than \$1,000,000 per occurrence. *Initials* \_\_\_\_\_
9. Renter will arrive to set up no earlier than 15 minutes before the time stated and leave premises no later than the ending time stated. *Initials* \_\_\_\_\_
10. **ALL FEES AND SECURITY DEPOSIT MUST BE PAID IN FULL AT THE TIME OF RESERVATION.** Facilities will be reserved when payment is made. *Initials* \_\_\_\_\_

Signature and payment information on the back side

Renter \_\_\_\_\_

Date \_\_\_\_\_

Office Personnel \_\_\_\_\_

Date \_\_\_\_\_

Total Fees	\$
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CASH  CHECK  VISA  MASTERCARD  DISCOVER

CARD # \_\_\_\_\_

EXP DATE \_\_\_\_\_

V-CODE (last three digits on back) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Your billing receipt will show an Active Net processing fee. The fee has been initiated by Active Net, and the Butterfield Park District does not receive any of these funds. We will continue to absorb the transaction fees initiated by using your credit card. Payment by cash or check will not incur the processing fee.

**STAFF:**

Deposit: \_\_\_\_\_

Date Paid: \_\_\_\_\_

\$100 Refundable  
Security Deposit

Date Refunded: \_\_\_\_\_

Rental Fee: \_\_\_\_\_

Date Paid: \_\_\_\_\_