



**Vernon Hills Park District
Sullivan Community Center
Facility Rental Request Form**

Today's Date _____

RENTER INFORMATION

Name/Organization _____

Address/City/Zip _____

Home Phone _____ Alternate Phone _____

Email _____

Please initial one of the following:

_____ I am personally hosting and responsible for this rental and will be present during the entire rental period.

_____ I am making this reservation for an organization or company function and will be present during the entire rental. If a company or organization, please attach letter on letterhead signed by authorized official.

EVENT INFORMATION

Date(s) Requested _____ Room(s) Requested _____

Number of Guests _____ Event Purpose _____

Set-Up Time _____ - _____ Event Time _____ - _____

Clean-Up Time _____ - _____ Event Title _____

(Any set-up/clean-up time your entertainment needs MUST be included in your set-up/clean-up time.)

Do you intend to serve food? Yes No

Will your event have any outside entertainment? Yes No

If yes, what type? Disc Jockey Band Other (*please explain*) _____

Please list additional equipment (podium, microphone, etc.) requested. _____

I agree to accept full responsibility for my own actions and those of the group or organization in whose name I have rented the facility; and to abide by all rules set forth by the Vernon Hills Park District for the use of facilities. I also acknowledge that I have received, read and understand the rental guidelines for the Sullivan Community Center.

Authorized Representative Signature Date

Staff Signature



VERNON HILLS PARK DISTRICT SULLIVAN COMMUNITY CENTER FACILITY RENTAL RULES & REGULATIONS

Facility reservations may be made during regular office hours only, Monday through Friday 7:30 AM -9:00PM, Saturdays from 9:00AM-5:00PM and Sundays from 9:00AM-3:00PM. Reservations must be made at least four weeks in advance of the rental date and must be made by persons 21 years of age or older.

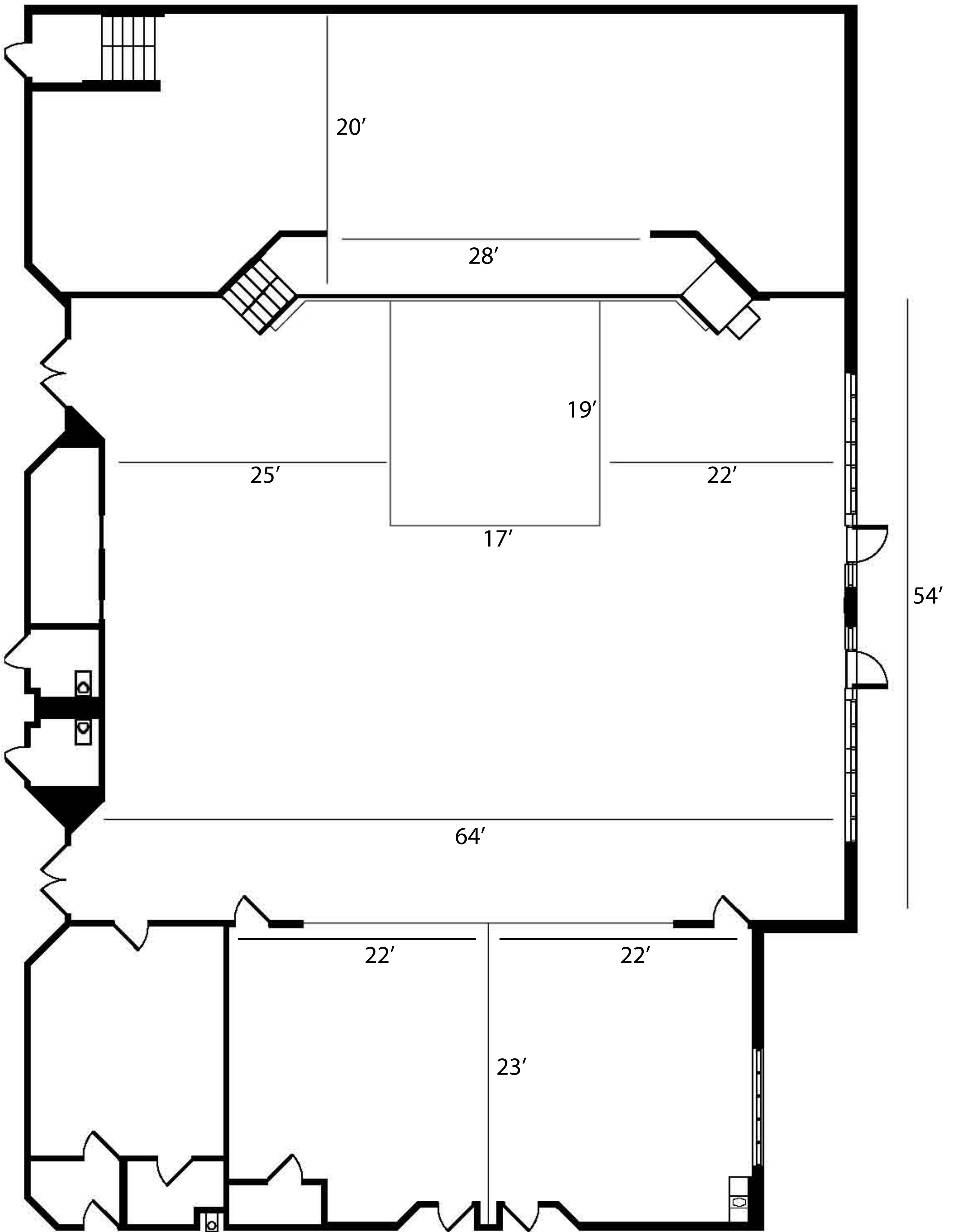
THE FOLLOWING RULES AND REGULATIONS HAVE BEEN APPROVED BY THE PARK BOARD FOR FACILITY RENTALS:

Rentals for weekend use (Friday night, Saturday, Sunday) may be made up to 365 days in advance. Rentals for weekdays or weekday evenings (Monday-Thursday) may be made up to three months in advance. Rentals must end by 12:00am Fridays and Saturdays and 10:00PM Sundays through Thursdays.

1. Renter must be present for **entire** rental and is responsible to see that all activities are properly controlled and supervised. Your rental **will begin** when you, the renter, has entered the building and checked in with the front desk. You must sign in at the beginning of the event check in with the rental supervisor half way through your event and sign out at the end of the event.
2. Rental fees based upon the entire time you are in the facility, including setup and clean up.
3. All large parties (approximately 100 or more guests) must contract with a catering company to provide and serve food during the rental. The Park District reserves the right to require smaller parties to comply with the food catering policy. Should this be the case, the renter will be notified before the rental is confirmed. The renter is responsible for making all catering arrangements and must provide proof of contract to the Park District 60 days prior to the date of the event.
3. Rooms may not be used for any business or organization for any uses or activities that require any local, county, state or federal licensing without the express written permission of the Executive Director.
4. The rental fee and damage deposit is due at the time of reservation and may be paid by check, cash, Visa, MasterCard, or Discover. Refunds for damage deposits made by cash or check will be returned by check two to three weeks after the event by mail to the individual responsible for the reservation and event. Damage deposits made by credit card will be refunded directly to the credit card approximately one to two weeks after the event.
5. **The set-up for your event is due 7 days prior to the day of the event. If the set-up is not turned into the Sullivan Center office by the deadline, the Vernon Hills Park District reserves the right to charge a 25% penalty from the damage deposit.**
6. Doors will be opened 5 minutes prior to the "set-up time" as indicated on the Facility Rental Request Form. Rental times cannot be extended on the day of the event. Any extension of time must be arranged at least two weeks prior to the event. By the end of the "clean-up time" as indicated on the Facility Rental Request Form, the room(s) rented must be cleaned up and the renter and all guests must have vacated the facility. **Failure to vacate on time will result in a charge of double the hourly rental rate charged on the quarter hour until the premises are vacated. These charges will be charged from your damage deposit.**
7. Please keep noise to a minimum.

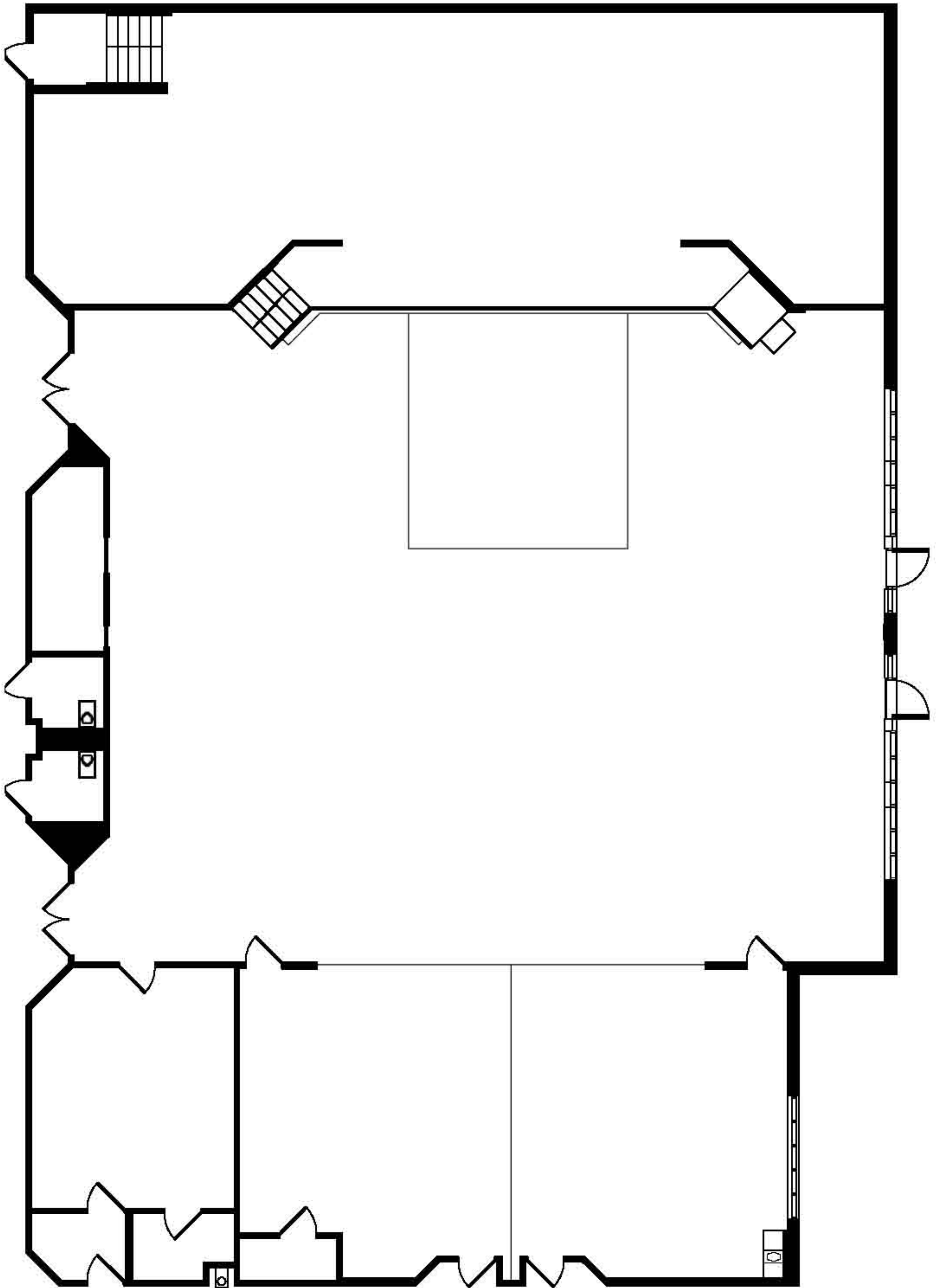
8. All children in attendance must remain in the rented rooms. They are not allowed to remain unsupervised in other areas of the building or outside. Adult chaperones must be provided if group members are under 18 years of age.
9. Renter is responsible for leaving the facility in the same condition it was found. The use of nails, glue or scotch tape is prohibited on the walls. Masking tape is the ONLY adhesive that can be used. Garbage bags will be provided for renter to put all trash in. Trash is to be left all in one area neatly piled. Chargeable damages will include the facility being left dirty, damage to any equipment or to the facility itself. If damages are apparent, the renter will be billed accordingly. The group responsible for any such damages may be denied future use of Park District Facilities. No equipment other than tables and chairs will be provided by the Park District unless otherwise specified on the facility request form. Park District furniture is not to be removed or altered. Furniture located in the Sullivan Community Center hallways is not available for use.
10. Electrical and/or audio-visual equipment will be provided on a first reserved, first served basis. See Rental Request Form for details. Some equipment requires the applicant to be trained prior to its use. Use of audio/visual equipment is not guaranteed.
11. Smoking, gambling and games of chance of any kind are strictly prohibited on Park District Property.
12. Driving and/or parking in any area other than the parking lot is prohibited. No parking is allowed on the circle drive, on the lawn or sidewalks. There are no provisions for the renter to store items in Park District facilities. Any items left behind are the responsibility of the renter and not the Park District. Pets are prohibited on the Park District facilities (exception: seeing-eye dogs). No street shoes are allowed on gymnasium floors. During inclement weather, wet, muddy, or snow covered shoes are not to be worn into the gymnasium under any circumstances. For those rentals that include use of the Park District kitchen, the supplies and utensils found in the kitchen drawers and cabinets are not available for use by rental groups or their caterers.
13. CANCELLATION POLICY: Cancellations must be made 45 DAYS IN ADVANCE and in person at the Park District Office during regular business hours. A service charge of \$10 will be assessed on all cancellations made more than 45 days in advance. Any cancellations WITHIN 45 DAYS of the contract date will forfeit half of the rental fee. Any cancellations WITHIN 14 DAYS of the contract date will forfeit their entire rental fee. Damage deposits will be refunded for all cancellations.
14. The Park District reserves the right to approve or deny any request submitted for a facility rental and to revoke any request previously granted, at any time, if it is determined that the request contained any misrepresentations or false statements, or that any condition set forth in the policies governing the request is not being complied with, or that the safety of the participants in the activities of the applicant or other patrons or visitor to the facility is endangered by the continuation of such activity.
15. **No alcohol can be sold or consumed at any time during the rental period. If alcohol is present, the renter will be asked to remove it from the premises. If it is still present after the initial request, your rental will end immediately, you will forfeit rental fees and your damage deposit will not be refunded.**
16. No alcoholic beverages are allowed in the facility, facility parking lot or on any other park district premises.

Breaking any of the above rules may result in the immediate termination of a rental and the forfeit of all rental fees including damage deposit.



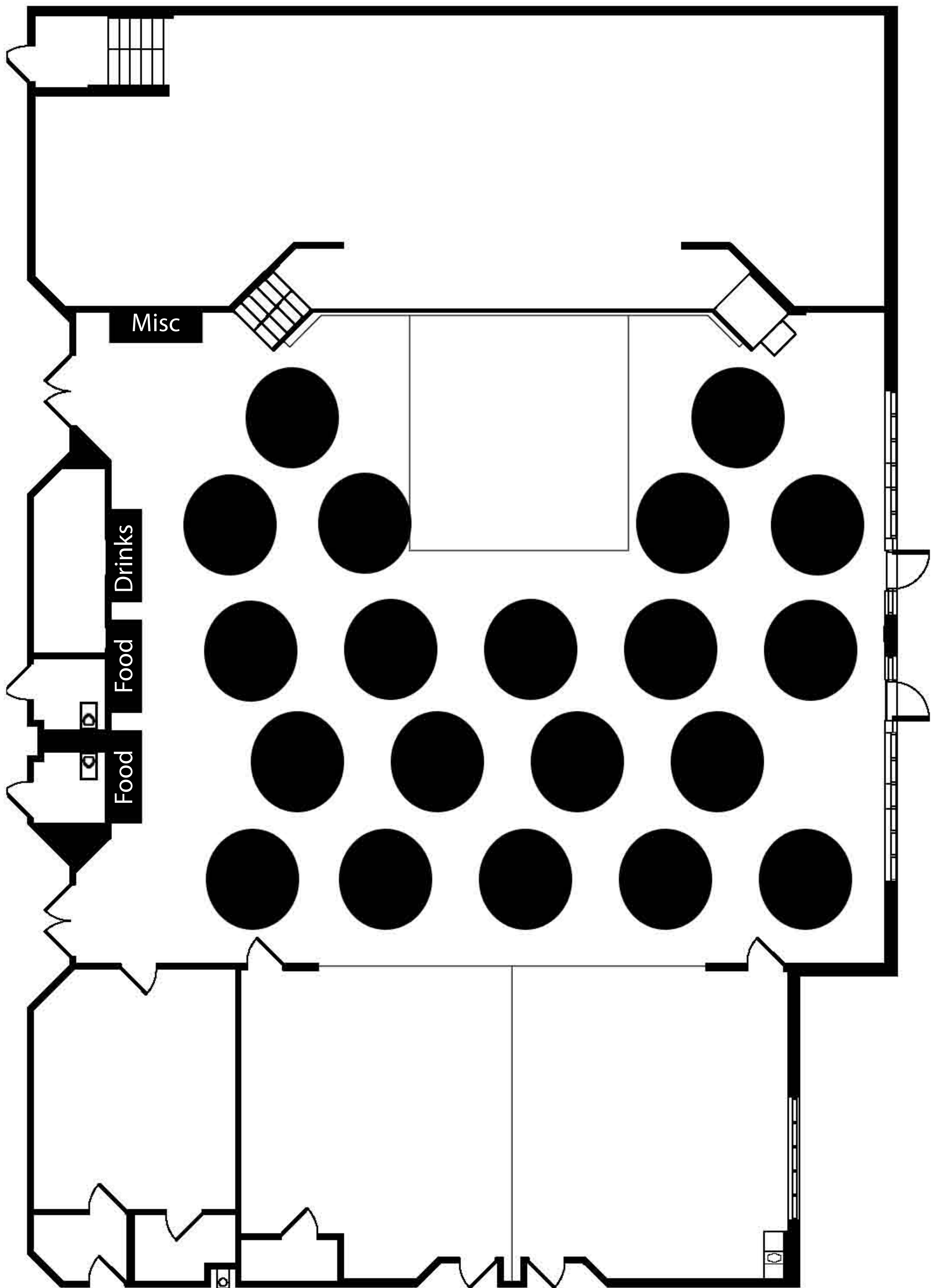
Community Room Dimensions

Square Feet:
 Community Room: 3456
 Meeting Room A or B: 506
 Meeting Rooms A and B: 1012
 Total Square Footage: 4468



Community Room Empty Setup

Square Feet:
Community Room: 3456
Meeting Room A or B: 506
Meeting Rooms A and B: 1012
Total Square Footage: 4468



Community Room 200 Person Setup

Square Feet:

Community Room: 3456

Meeting Room A or B: 506

Meeting Rooms A and B: 1012

Total Square Footage: 4468

*10 Chairs per table

Meeting Room "C"



46'

8' Table

Square Feet: 1454