



For office use only: Time & date received:

## Donald H. Schrade Gym Rental Request Form

Bartlett Park District \* 694 W. Stearns Road \* Bartlett, IL 60103  
Phone 630-540-4800 \* Fax 630-540-4870 \* [www.bartlettparks.org](http://www.bartlettparks.org)

01-04-2011

**Request Form must be submitted 14 days prior to rental date requested. This form is a “request” and will be approved within 5-7 business days. No deposit or payment is due with this form. Payment and deposit are due upon receiving the rental confirmation.** Cash and credit cards can be accepted for payment of rental at any time, checks are only accepted 10 or more working days prior to rental.

### Event and Rental Information

The person in charge is responsible for any and all damages and must be in attendance during event and is referred to as “renter”.

Today’s Date: \_\_\_\_\_

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Rental Time: \_\_\_\_\_ to \_\_\_\_\_

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Rental Time: \_\_\_\_\_ to \_\_\_\_\_

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Rental Time: \_\_\_\_\_ to \_\_\_\_\_

Total number attending \_\_\_\_\_ Additional Dates/Info: \_\_\_\_\_

### Activity Requested (please check)

- \_\_\_\_\_ Baseball
- \_\_\_\_\_ Cheerleading
- \_\_\_\_\_ Soccer
- \_\_\_\_\_ Softball
- \_\_\_\_\_ Basketball
- \_\_\_\_\_ Cricket
- \_\_\_\_\_ Other: \_\_\_\_\_

### Equipment Requested (please check)

- \_\_\_\_\_ 1 Batting Cage
- \_\_\_\_\_ 2 Batting Cages
- \_\_\_\_\_ Pitching Machine
- \_\_\_\_\_ JUGS Hitting Net
- \_\_\_\_\_ Pitcher’s mound
- \_\_\_\_\_ 2 Soccer Goals
- \_\_\_\_\_ Wicket Stump

**Person in Charge/Contact:** Name: \_\_\_\_\_

Name of Organization (if representing one): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

**\*\* To ensure everything runs smoothly, the person in charge/contact should be the only one contacting the Park District regarding this reservation.\*\***

## **SCHRADE GYM RENTAL POLICIES & PROCEDURES**

### **Reservation, Deposit & Payment**

- ◆ Filing this request form DOES NOT automatically constitute approval of the facility, nor time requested. Please allow 5-7 working days for approval.
- ◆ All rentals will be processed on a first come, first serve basis. Reservations for the Schrade Gym will be taken no longer than six (6) months in advance.
- ◆ The Park District reserves the rights to reject any rental, which it feels, is not appropriate.
- ◆ The Park District reserves the right to modify the deposit and/or rental fees if deemed necessary based on the size or scope of the rental request.
- ◆ All requests will be reviewed and accepted based on: Park policy, facility, and staff availability.
- ◆ Renter filing request must be at least 18 years of age.
- ◆ Full rental payment must be received before gym is used. All payments must be made at the Bartlett Community Center Registration Counter.
- ◆ If your payment is being made 10 or less working days (working days are Monday – Friday) prior to your rental, your payment must be paid by cash or credit card.
- ◆ Any group or individual which arrives early or stays beyond their scheduled time will be required to pay for additional time.
- ◆ The “rental period” is defined as the entire amount of the time during which the renter occupies the facility. This includes time for set-up and take down. Facility use will be the time designed on the application. Park District’s clock shall be the official time. If the renter fails to show after one half hour of their rental, they will be judged as a “No Show” and the building will be closed and staff sent home.
- ◆ The park does not offer rentals on any of the following holidays: New Year’s Eve, New Year’s Day, Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, Christmas Eve or Christmas Day.

### **Security Deposit, Cancellation & Refund Policy**

- ◆ A \$50.00 deposit plus the rental fee payment will be required after the confirmation form is received. When filling out the request form, write the exact time you plan to enter the building and the exact time of departure. The security deposit will be returned as long as there is no damage to the rented area and you used the area rented within your requested hours.
- ◆ Refunds, minus a \$6.00 service charge will be given for cancellations if the following notice is given to the district. 14 or more working days prior to rental; full payment will be returned. 5-13 working days prior to rental; 50% of the deposit plus payment. Less than 5 working days; no refund for the rental. Working days are Monday – Friday 8:30 a.m.-4:30 p.m.
- ◆ If the gym is not left in satisfactory condition according to a post-rental checklist, or you arrive prior to or stay longer than your approved rental time the Bartlett Park District may keep all or part of the deposit. The organization or renter shall assume liability for any damage done to the building, equipment or park area being used and will be responsible for leaving the facility in satisfactory condition. The security deposit will be refunded if the facilities rented are found to be in acceptable condition as to cleanliness, timeliness and damage following the rental.

### **Gym Usage**

- ◆ The gym or equipment shall not be used by any person(s) or corporation for private or business profit or gain.
- ◆ The gym must be left in the same conditions as you found them.
- ◆ It is understood that all renters and their guests will comply with the rules, regulations and ordinances of the Bartlett Park District, Village of Bartlett and the State of Illinois in use of the facility.

### **Insurance**

- ◆ The Park District 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.

### **Conduct and Supervision**

- ◆ All renters and their guests are expected to act in an orderly fashion and are financially responsible for any damage occurring to the building, grounds or equipment.
- ◆ For any function a sufficient competent adult (18 years of age or older) or chaperones must be provided by the renter for supervision. Park District staff will not act as chaperones. If the rental is a youth function, the renter must have 1 adult for every 10 youths under the age of 17.
- ◆ All rentals will be overseen by the Park District staff. They are empowered to restrict the group's misuse of the facility and protect Park District property from the renters and their guest due to conduct before, during and after the rental time has expired. Renters and their guests should cooperate with all park district staff. Should guests become unruly the renter must assist the park staff in performing his/her duties. It is the responsibility of the renter to advise guests of duties and authority of the supervisor.
- ◆ The Park District Staff is not on duty to assist with the renter's activities.

### **Equipment**

- ◆ The Park District will provide equipment based on the rental package. Pitching Machines will require an adult (21 and over) to operate. Pitching Machine balls, helmets, and bats will be provided. Park District Staff will be responsible for setting up/taking down equipment.
- ◆ The Bartlett Park District is not responsible for loss, theft or damage of personal property or equipment.

### **General Policies**

- ◆ Smoking is not permitted in Bartlett Park District Facilities.
- ◆ The renter gives the Park District the right to pursue collection methods for bad checks, additional damage or time used and agrees to pay for such methods.
- ◆ The renter and or organization using this facility agrees to comply with the intent of the Americans with Disabilities Act and will not discriminate in any way against a person with a disability. All costs of doing so will be the responsibility of the organization or the renter.
- ◆ Not complying with these facilities usage stipulations will result in cancellation of the usage, even if the rental time has not expired and forfeiture of all monies paid.
- ◆ Rates and policies are subject to change.

*I have read the Bartlett Park District's policies and agree to abide by them or risk forfeiture of our gym rental or security deposit. I will inform and explain the policies to all guests and participants. I also understand that the Bartlett Park District and its employees will be held harmless for claims resulting from use.*

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



Rental Fees for the Donald H. Schrade Gymnasium

01/04/2011

<u>Gym Fees</u>	<u>1 Hour</u>	<u>1.5 Hours</u>	<u>2 Hours</u>	<u>Each Additional Hour</u>
Open Gym	\$45.00	\$60.00	\$80.00	\$31.00
<b><u>Baseball/Softball</u></b>				
1 Batting Cage	\$50.00	\$70.00	\$90.00	N/A
1 Cage w/ Machine	\$60.00	\$80.00	\$100.00	N/A
2 Batting Cages	\$60.00	\$80.00	\$100.00	N/A
2 cages w/ Machine	\$65.00	\$90.00	\$110.00	N/A
<b><u>Soccer</u></b>				
Gym w/soccer goals	\$50.00	\$70.00	\$90.00	N/A
<b><u>Cricket</u></b>				
1 Batting Cage	\$60.00	\$80.00	\$100.00	N/A
2 Batting Cages	\$65.00	\$90.00	\$110.00	N/A

**Accessories**

JUGS Portable hitting net available for \$10 per rental  
 Pitchers mound available for \$5 per hour  
 Slazenger indoor wicket stumps available for \$5 per hour

**Refundable Security Deposit**      \$50.00

*Bartlett Park District is an organization where Character Counts!*  
*Trustworthiness ♦ Respect ♦ Responsibility ♦ Fairness ♦ Caring ♦ Citizenship*  
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