



# Bartlett Community Center Rental Request Form

**Facility Rental Procedures:**

1. The potential renter must fill out the request form and return it to the Bartlett Park District. The “renter” is referred to as the person requesting, submitting payment, and present
2. The Scheduling Supervisor will review the request. If the request is approved, you will receive an agreement and confirmation via email with in 4-6 business days. If it is denied, you will be contacted as soon as possible.
3. The renter will be required to read & sign the Facility Rental agreement and return it, along with proper security deposit within 7 business days of reviewing the agreement.
4. The final rental fee must be paid at least 30 days prior to your function date.

Today’s Date: \_\_\_\_\_

**Renter’s Information:**

Name: \_\_\_\_\_

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

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

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

**Rental Information:**

Date Requested: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Hours Requested: \_\_\_\_\_ am pm **TO** \_\_\_\_\_ am pm

Type of Function: \_\_\_\_\_

Total Number Attending: \_\_\_\_\_

Room being requested:

- |                    |                |   |
|--------------------|----------------|---|
| Arts & Crafts Room | Program Room 1 | Oak Room Section I ( <b>Non Banquet Use</b> )   |
| Gym Court 1        | Program Room 2 | Oak Room Section II ( <b>Non-Banquet Use</b> )  |
| Gym Court 2        | Program Room 3 | Oak Room Section III ( <b>Non-Banquet Use</b> ) |
| Gym Court 3        | Program Room 4 | Oak Room Stage ( <b>Non-Banquet Use</b> )       |
| Party Place Room 1 | Dance Studio   | Oak Room Kitchen ( <b>Non-Banquet Use</b> )     |
| Party Place Room 2 |                |   |

Bartlett Aquatic Center– Private Rental

Splash Central– Private Rental

Bartlett Aquatic Center– Group Rate

Splash Central– Group Rate

**Required: Will there be any exchange of money and/or profits made during as a result of this facility rental?**      Yes      No

**If Yes, please explain** \_\_\_\_\_

**Facility Rental Stipulations:**

1. Filing this request does not automatically constitute approval of the request, facility, nor time requested. All request will be reviewed and acceptance will be based on Park District policy, facility, and staff availability.
2. Filing this request form does not automatically constitute a rental agreement. Upon approval of this request, a facility rental agreement must be signed and the proper security deposit and rental fees paid.
3. The Bartlett Park District reserves the right to reject any rental which it feels is not appropriate.
4. The renter filing the request must be 21 years of age.

**For further information, please contact the Scheduling Manager at 630-540-4895**



# Bartlett Community Center Rental Rates

Updated 6/15/11

To check availability, please contact the Scheduling Supervisor at 630-540-4895.

Request forms can be found online at [www.bartlettparks.org](http://www.bartlettparks.org).

Fees are subject to change. Higher security deposits may apply depending on the nature of the rental.

## Rental Rates

Weekday rates refer to Monday-Friday, not including Fridays after 5pm

Weekend rates refer to Friday, 5pm or later through Sunday Evenings.

Facility	Resident Fees	Non-Resident Fees	Security Deposit
<b>Arts &amp; Crafts Room</b>	Weekday: \$40/hour Weekend: \$55/hour	Weekday: \$55/hour Weekend: \$70/hour	\$50.00
<b>Dance Studio</b>	\$40/hour	\$55/hour	\$50.00
<b>Gym (3 Courts Available)</b>	\$60/hour/court	\$80/hour/court	\$50.00/ court
<b>Party Place– One Room</b>	Weekday: \$45/hour Weekend: \$50/hour	Weekday: \$60/hour Weekend: \$65/hour	\$50.00
<b>Party Place– Two Rooms</b>	Weekday: \$75/hour Weekend: \$75/hour	Weekday: \$105/hour Weekend: \$105/hour	\$50.00
<b>Program Rooms</b>	Weekday: \$40/hour Weekend: \$45/hour	Weekday: \$55/hour Weekend: \$60/hour	\$50.00
<b>Oak Room– One Section Meeting Rate (M-Th only)</b>	\$35/hour	\$50/hour	\$50.00

## Private Pool Rentals

To check availability please contact, Aquatic Manager at 630-540-4828

Facility	Resident Fees	Non-Resident Fees	Add'l guests	Capacity	Hours available
Splash Central	\$165/hour Up to 100 guests	\$195/hour Up to 100 guests	R- \$2.00/pp NR- \$3.00/pp	350	Saturday & Sunday after 7pm
Bartlett Aquatic Center	\$165/hour Up to 100 guests	\$195/hour Up to 100 guests	R- \$2.00/pp NR- \$3.00/pp	1,000	Daily starting at 8pm (Summer Only)

## Group Rates

Special rates are available for groups of minimum of 20- maximum of 50 people. Available during open swim hours only.

Facility	Resident Fees	Non- Resident Fees
Splash Central	Youth:\$3.00/person Adult: \$4.25/person	Youth: \$4.00/person Adult: \$6.00/person
Bartlett Aquatic Center	Youth:\$3.75/person Adult: \$5.50/person	Youth:\$4.00/person Adult: \$6.00/person