



Facility Rental Request Form

Please allow a minimum of three full working days for approval.

Facility Rental Procedures:

1. The potential renter must fill out the request form and return it to the Bartlett Park District.
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: _____ (Partial Room, Section 1 & 2= 90 Max., Full Room, Section 1, 2, & 3= 160 Maximum)

Please check the following in which you are requesting:

Section 1	Kitchen	Bar Service
Section 2	Stage	Type of Bar: _____
Section 3		Hours of Bar: _____

Additional Options:

Post Event Clean Up Service (Full Room- \$200, Partial Room- \$125)

Table Covers

Round (\$2.75 each)	Rectangular (\$2.25 each)
Skirting- Rectangular Tables only	

Microphone (\$35.00)

MP3 Sound System Adapter (\$50.00)

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 Supervisor at 630-540-4895