



Date of Request: \_\_\_\_\_  
Received by: \_\_\_\_\_

### Cary Park District Community Center Usage Request

Applicants must be at least 21 years of age.

Name \_\_\_\_\_ Room \_\_\_\_\_

Organization \_\_\_\_\_ Number of people expected to attend \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Phone (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

Specific Purpose of Rental \_\_\_\_\_

Requested Date(s) \_\_\_\_\_

Requested Time \_\_\_\_\_ Arrival Time \_\_\_\_\_ Depart Time \_\_\_\_\_

Additional Needs/Requests \_\_\_\_\_

*Please check one:*

Non-profit Organization \_\_\_\_\_ Non-profit Resident \_\_\_\_\_ Non-profit Non-resident \_\_\_\_\_  
Commercial Resident \_\_\_\_\_ Commercial Non-resident \_\_\_\_\_

*I have read the attached rental guidelines. I agree to follow the rental guidelines as stated and understand that failure to follow the guidelines and comply with all applicable Cary Park District policies and ordinances may result in loss of privileges and loss of part or all of any required security deposit.*

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Must be at least 21 years of age)

#### Office Use Only

Request has been: *(Checks should be made payable to Cary Park District.)*

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Recorded \_\_\_\_\_ By Staff \_\_\_\_\_ Date \_\_\_\_\_

Usage Fee \_\_\_\_\_ Amount Paid \_\_\_\_\_ 

Credit Card (Type)	Check (#)	Cash (Receipt)
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 Date \_\_\_\_\_ Rec'd By \_\_\_\_\_

Security/Damage Deposit \_\_\_\_\_ Amount Paid \_\_\_\_\_ 

Credit Card (Type)	Check (#)	Cash (Receipt)
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 Date \_\_\_\_\_ Rec'd By \_\_\_\_\_

Security/Damage Deposit Refund Requested \_\_\_\_\_ Date \_\_\_\_\_ By Staff \_\_\_\_\_



# Room Set-Up Request

Date of request: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_ S M T W TH F SA (circle one)

Time of usage: Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_ Total hours: \_\_\_\_\_

Contact/Program Supervisor: \_\_\_\_\_ Instructor: \_\_\_\_\_

Name of program: \_\_\_\_\_

Expected attendance: \_\_\_\_\_ Age range of participants: \_\_\_\_\_

Are any members of your group physically challenged and in need of special accommodations?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please specify: \_\_\_\_\_

## Space Requested (capacity in parentheses)

### Community Center

- \_\_\_\_\_ Oak A (A & B: 215 chairs only, 100 w/tables)
- \_\_\_\_\_ Oak B
- \_\_\_\_\_ Kitchen
- \_\_\_\_\_ Hickory (30)
- \_\_\_\_\_ Birch (45)
- \_\_\_\_\_ Maple (42)
- \_\_\_\_\_ Early Childhood (45)
- \_\_\_\_\_ Dance
- \_\_\_\_\_ Aerobics

### Equipment Requested

- Number of banquet chairs (Oak only) \_\_\_\_\_
- Number of adult chairs \_\_\_\_\_
- Number of child chairs \_\_\_\_\_
- Number of circular tables (Oak only) \_\_\_\_\_
- Number of 8' tables \_\_\_\_\_
- Number of 6' tables \_\_\_\_\_
- Oak Room Wall \_\_\_\_\_ **Up** \_\_\_\_\_ **Down** (away)
- Other equipment \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

X = Chair     or  = Table

## **Cary Park District Rental Guidelines**

### **Community Center**

Any question regarding these guidelines should be directed to the Cary Park District between 8:30 am-4:30 pm, Monday-Friday at 847-639-6100 ext. 100.

#### **Community Center**

Rooms are available to be rented Monday – Sunday. Park District programs and events receive priority room scheduling. Rental requests extending past building hours will be considered on a case-by-case basis and are subject to additional fees. Rooms available are as follows.

Tables and chairs are available for use in each room. Prior to the rental “reasonable” format requests for tables and chairs, will be reviewed and arranged by Park District staff. Oak A is outfitted with audio/visual equipment which is available for rent. Additional equipment will be the responsibility of the renter.

#### **Reservation / Payment of Fees / Security/Damage Deposit**

##### *Reservation*

To reserve a room the renter must first complete the attached request form. After the request has been approved by staff, a \$25 *non-refundable reservation fee* must be submitted to hold the requested time and date for User Categories B, C and D. This reservation deposit will be applied to the rental fees.

##### *Payment of Fees*

All fees associated with a rental must be paid in full no less than fourteen days prior to the rental date. Rentals requested and approved with less than fourteen days between approval and rental date will require all fees paid at time of reservation and in cash or by credit card.

##### *Security/Damage Deposit*

A security/damage deposit of \$100.00 will be required for use of the Oak Room and adjacent kitchen. If the room is left in disarray or is damaged, this deposit will be forfeited. Otherwise, refunds of security/damage deposits will be issued within fourteen days following the rental date.

#### **Usage Fees**

Fees for each rental are determined by several factors specific to each individual rental. Refer to the categories below to determine individual/group status. Fees for rental sites are listed by category. (See attached) Additional costs regardless of category may be necessary depending on the individual need of each rental.

##### *User Categories*

###### Category “A”

Includes Cary Park District based non-profit organizations whose membership is comprised predominantly, (at least 75%), of Park District residents and the purpose of the rental is not commercial in nature.

###### Category “B”

Includes individual Cary Park District residents (must be 21 years of age) when the purpose of the rental is not commercial in nature.

### Category “C”

Includes non Cary Park District based non-profit organizations or individual Cary Park District non-residents (must be 21 years of age) when the purpose of the rental is not commercial in nature.

### Category “D”

Includes all groups and individuals, both resident and non-resident, when the purpose of the rental, group or event being conducted is commercial in nature. Fees for this category are not listed. Park District staff will determine fee for a rental based on the needs of each individual rental.

### **Cancellations**

Cancellations made prior to a reserved date will receive a full refund, less the non-refundable reservation fee.

#### Exception: Oak Room Rentals

Cancellations made at least fourteen days prior to a reserved date will receive a full refund, less the non-refundable reservation fee. Cancellations made at least seven days prior to a reserved date will result in forfeiture of 50% of total fees unless a replacement rental can be scheduled. Cancellations made less than seven days prior to a reserved date are not eligible for a refund unless a replacement rental can be scheduled.

### **Additional Equipment/Special Permits**

Additional equipment or supplies needed for individual rooms are the responsibility of the renter. If additional equipment or supplies are desired, the layout of the room and the related activities must be approved in writing prior to the date of the rental by Park District staff. The layout of the room is subject to change at the discretion of Park District staff. The Park District will not sign for or accept delivery of any equipment or supplies. It is the renter's responsibility to provide a representative to accept any deliveries of approved equipment and supplies. Equipment or supplies not properly placed may result in the rental being cancelled immediately and the forfeiture of all fees paid.

### **Insurance**

The need for or extent of insurance required will be determined by the type or level of activity required for a rental. Park District staff will determine the necessary insurance requirements for each rental.

All insurance certificates must specifically state “The Cary Park District is an Additional Insured with respect to XXX’s activities for a rental held at XXX on (date).”

#### *General Liability*

The rental host shall secure and maintain in its own name and with the Cary Park District named as additional insured, general liability insurance covering bodily injury and property damage with limits of not less than one million dollars per person and one million dollars per occurrence for each accident for bodily injury or death and five hundred thousand dollars for each accident and one million dollars aggregate property damage. General Liability insurance may be purchased through the Park District via the Park District Risk Management Agency.

## Community Center Individual Rooms

### Usage Rates

	<u>“A”</u>	<u>“B”</u>	<u>“C”</u>	<u>“D”</u>
Hickory	*\$10	\$25/hr	\$40/hr	To be determined by Park District staff.
Birch	*\$10	\$25/hr	\$40/hr	
Maple	*\$10	\$25/hr	\$40/hr	
Early Childhood	*\$10	\$25/hr	\$40/hr	
Dance	*\$10	\$25/hr	\$40/hr	
Aerobic	*\$10	\$25/hr	\$40/hr	

### Oak Room

Oak A & B	**\$25/hr	\$50/hr	\$75/hr	To be determined by Park District staff.
Oak A	**\$20/hr	\$40/hr	\$60/hr	
Oak B	**\$10/hr	\$25/hr	\$40/hr	

### In addition to the Oak Room Rental

Kitchen	\$50/flat	\$50/flat	\$75/flat	To be determined by Park District staff.
Attendant	\$25/hr	\$25/hr	\$40/hr	
Extended Building Hours	\$25/hr	\$25/hr	\$40/hr	
AV Rental	\$30/flat	\$30/flat	\$45/flat	
Security/Damage Deposit	\$100/flat	\$100/flat	\$100/flat	

\* A total of \$10 will be charged for up to a 2 hour rental. Additional hours will be charged at a rate of \$10 each.

\*\* Fees valid Monday-Thursday or within one week of a Friday, Saturday or Sunday rental.

\*\*\* Caterer fee will be waived if a pre-approved caterer is used.

### Category Breakdown

- Category “A”: Includes Cary Park District based non-profit organizations whose membership is comprised predominantly, (at least 75%), of Park District residents and the purpose of the rental is not commercial in nature.
- Category “B”: Includes individual Cary Park District residents (must be 21 years of age) when the purpose of the rental is not commercial in nature.
- Category “C”: Includes non Cary Park District based non-profit organizations or individual Cary Park District non-residents (must be 21 years of age) when the purpose of the rental is not commercial in nature.
- Category “D”: Includes all groups and individuals, both resident and non-resident, when the purpose of the rental, group or the event being conducted is commercial in nature. Fees for this category are not listed. Park District staff will determine fee for a rental based on the needs of each individual rental.