



### Cary Park District Community Center Usage Application

*Applicants must be at least 21 years of age*

Name \_\_\_\_\_ Organization \_\_\_\_\_

Status: Resident \_\_\_\_\_ Non-Resident \_\_\_\_\_ Room(s) \_\_\_\_\_

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

Purpose of Request: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

E-mail \_\_\_\_\_ Phone (best contact number) \_\_\_\_\_

Number of People expected to attend \_\_\_\_\_

Additional Needs/Requests \_\_\_\_\_  
*(Alcohol and all other additional requests must be approved in advance by the Facilities & Program Manager)*

*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** Please return the application to the Facilities & Program Manager and keep pages 2-6 for reference

Request has been: Approved _____	Denied _____	Initials _____	Date _____
Usage Fee _____	Initial Payment Received: \$ _____	Date _____	Rec'd By _____
Remaining Balance: \$ _____	Due by _____ (10 business days prior to rental)		
Final Payment Amount: \$ _____	Date _____	Rec'd By _____	
Paid by: Credit Card (Type) _____	Cash (Receipt) _____	Check (#) _____ (payable to Cary Park District)	



# Room Set-Up 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

### Community Center

- \_\_\_\_\_ Oak A
- \_\_\_\_\_ Oak B
- \_\_\_\_\_ Kitchen
- \_\_\_\_\_ Hickory
- \_\_\_\_\_ Birch
- \_\_\_\_\_ Maple
- \_\_\_\_\_ Ivy Room
- \_\_\_\_\_ Dance
- \_\_\_\_\_ Aerobic

### 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 general questions about these guidelines can be directed to Cary Park District staff at the Community Center during regular building hours. Any specific questions regarding the rental or questions after the rental has been approved should be directed to the Facilities & Program Manager during regular office hours or by e-mail.

### Community Center

Rooms are available to be rented Sunday through Saturday. 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. Your room request grants you access to the room in which you requested, the lobby and the restrooms off the lobby. Access to other rooms not requested or loitering in the hallway is prohibited. Children must be supervised at all times.

<u>Room</u>	<u>Level</u>	<u>Number of people (approximately)</u>
Oak A & B	Main	200 auditorium seating, 80-100 table seating
Oak A (only)	Main	50 people
Oak B (only)	Main	25 people
Hickory	Main	30 people
Dance & Kitchen	Main	depends on request
Birch	Lower	40 people
Maple	Lower	40 people
Ivy Room	Lower	45 people
Aerobics	Lower	15 people

**The availability of any room is subject to Park District programs and special events.**

### Rental Process:

1. Submit a completed Community Center Usage Application for review. \_\_\_\_\_
2. Upon review, the renter will be contacted by the Facilities & Program Manager to be notified if the application has been approved or denied. \_\_\_\_\_
3. If application has been approved, the renter will need to pay a reservation fee of \$25.00 towards the total cost of the rental to officially hold the room for their requested date. \_\_\_\_\_
4. If application has been denied, the Facilities & Program Manager will review issues or concerns with renter for resubmitting of application for approval (if possible) \_\_\_\_\_
5. All fees need to be paid in full no less than 10 business days prior to the rental date \_\_\_\_\_
6. If application is submitted and approved less than 10 business days prior to the rental date, all fees need to be paid in full at the time the application is submitted \_\_\_\_\_
7. Facilities & Program Manager will contact you regarding the room set up \_\_\_\_\_
8. Refunds will be issued if application is denied \_\_\_\_\_

## **Cancellations**

Cancellations made at least fourteen days prior to a reserved date will receive a full refund of deposits and usage fees paid. Cancellations made less than fourteen days prior to a reserved date are eligible for a refund only if a replacement rental can be scheduled. *\*Some exclusions may apply and are at the discretion of the Park District.*

## **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.

### *Alcohol*

All laws enacted by the Village of Cary, McHenry County, State of Illinois and the Federal Government regarding the consumption and distribution of alcohol will apply to all rentals utilizing alcohol. All renters who wish to have alcohol at their rental will need to notify the Facilities and Program Manager at least two weeks ahead of time. The Community Center has a Class “K” Liquor License through the Village of Cary. A separate check in the amount of \$50.00 and payable to the Village of Cary is required along with the rental fee. The Park District will apply for the Liquor License for your rental.

## **Hold Harmless**

It is fully understood and agreed by the parties that User shall fully defend, indemnify and hold harmless the District, including its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys’ fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.

The District does not assume any liability for property damaged, lost or stolen on the District premises, or for personal injuries sustained on the premises during User’s use of the premises and User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the District from any and all losses, claims, suits or judgments or damages that User might sustain as a result of any and all activities connected with or associated with this Agreement.

## **User Categories**

**“A” Non-Profit Organizations in the community (sports groups, civic organizations, boy or girl scout troops.)**  
Includes Cary Park District based governmental or 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

### Resident

Includes non Cary Park District based governmental or non-profit organizations and the purpose of the rental is not commercial in nature.

<OR>

Individual non-residents (must be 21 years of age) when the purpose of the rental being conducted is not commercial in nature.

### Non-Resident

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.

*\*If the groups or event being conducted is commercial in nature, the fees in this category are not listed. Park District staff will determine the fee for rentals based on the needs of each individual rental. Additional fees including a damage deposit may be added to the total cost of the rental.*

## **Additional needs, equipment or supplies (May require special permit or an additional fee)**

Additional equipment or supplies needed for individual rooms are the responsibility of the renter and must be approved 7 business days prior to the rental date. 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.

Requests and special use permits for additional equipment or supplies must be completed and approved prior to the rental date. No requests or special use permits will be granted on site or the day of the rental. The final approval of any piece of equipment brought onto the site is at the discretion of the Park District.

The Park District will determine a designated place for each piece of additional equipment or supplies to be brought on site. Equipment or supplies not properly placed will result in the rental being cancelled immediately and the forfeiture of all fees paid.

The Park District does have AV equipment in the Oak room and can be rented for an additional flat \$30 fee for Park District residents.

### Community Center Individual Rooms

#### Usage Rates

	<u>“A”</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>“C”</u>
Hickory	\$10 per hr	\$25 per hr	\$40 per hr	To be determined by Park District staff.
Birch	\$10 per hr	\$25 per hr	\$40 per hr	
Maple	\$10 per hr	\$25 per hr	\$40 per hr	
Ivy Room	\$10 per hr	\$25 per hr	\$40 per hr	
Dance	\$10 per hr	\$25 per hr	\$40 per hr	
Aerobic	\$10 per hr	\$25 per hr	\$40 per hr	

	<u>“A”</u>	<u>Resident</u>	<u>Non-Resident</u>	<u>“C”</u>
<u>Oak Room</u>				
Oak A & B	\$25 per hr	\$50 per hr	\$75 per hr	To be determined by Park District staff.
Oak A	\$20 per hr	\$40 per hr	\$60 per hr	
Oak B	\$10 per hr	\$25 per hr	\$40 per hr	

#### Special Friday Pricing

	<u>Resident</u>	<u>Non-Resident</u>
<b>Oak A &amp; B</b>	<b>\$40 per hr</b>	<b>\$65 per hr</b>
<b>Oak A</b>	<b>\$30 per hr</b>	<b>\$50 per hr</b>
<b>Oak B</b>	<b>\$15 per hr</b>	<b>\$30 per hr</b>
<b>Maple</b>	<b>\$15 per hr</b>	<b>\$30 per hr</b>

#### In addition to the Oak Room Rental

Kitchen	\$50 flat	\$50 flat	\$75 flat
Attendant	\$25 flat	\$25 flat	\$40 flat
AV Rental	\$30 flat	\$30 flat	\$45 flat
Extended Building Hours	\$25 per hr	\$25 per hr	\$40 per hr

*\*Alcohol and any other additional needs for rentals must be approved prior to the rental date and additional fees may apply.*

#### Items not permitted for use in the Community Center

- Bounce houses
- Open flames
- Fog machines