



313 E. Washington Street Oswego, IL 60543  
 Phone: (630) 554-4477 / Fax: (630) 554-1577

# Room Rental Reservation Request

<b>CSR Use Only</b>	
CSR Initials _____	_____
Date _____	Time _____

## APPLICANT/ORGANIZATION INFORMATION

Name of Event \_\_\_\_\_ Contact Name \_\_\_\_\_  
 Applicant/Organization \_\_\_\_\_ Contact Phone \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Alternate Contact Name \_\_\_\_\_ Alternate Phone \_\_\_\_\_

## EVENT/RENTAL INFORMATION

Date \_\_\_\_\_ Location Requested \_\_\_\_\_ Room Requested \_\_\_\_\_  
 Event Start Time \_\_\_\_\_ am/pm Event End Time \_\_\_\_\_ am/pm Total Hours Charged \_\_\_\_\_  
 Type of Event \_\_\_\_\_ Number of Attendees \_\_\_\_\_  
 Detailed Description of Event/Rental \_\_\_\_\_

Equipment to Reserve:  Tables # \_\_\_\_\_  Chairs # \_\_\_\_\_  
 Refrigerator Space Needed:  Yes  No Appliances Requested:  Oven  Microwave  Stove Top  Coffee Pot

All requests for Equipment and Appliances must be confirmed by the Reservations Department. Such equipment will be made available in the reserved room. Please note that not all equipment is available at all locations. Applicant/Organization is responsible for set-up unless the applicant/organization chooses to pay an additional fee of \$50 for set-up by Park District staff. The Oswegoland Park District reserves the right to deny any request based on the general safety and well-being of the public and/or the impact this use may have on the facility requested. Each request will be considered on an individual basis. All paperwork is due to the Park District a minimum of two weeks prior to the reservation date. This request does not give you exclusive use of the facility.

## WAIVER AND HOLD HARMLESS AGREEMENT

I understand that Oswegoland Park District will not be responsible for any property left unattended in the facility, and that I am responsible for reporting incidents of vandalism or illegal activity in the facility by calling 911.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 21 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse Oswegoland Park District for any and all loss incurred by it in repairing or replacing damage to Oswegoland Park District property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event or rental who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless Oswegoland Park District, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agenda, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the applicant.

I have read and understand all regulations/requirements/agreements pertaining to my reservation. I do hereby agree to abide by all federal, state, local and Park District laws, ordinances, rules and regulations and agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event/rental request on Oswegoland Park District property. I understand that lack of meeting all requirements may result in the denial or cancellation of the proposed rental request. In the event that information provided on this form changes or your event is cancelled, please inform Oswegoland Park District in writing at least 7 (seven) days prior to the event to reschedule.

Drop this form off at any Oswegoland Park District office; mail it to Reservations at Prairie Point, 313 E. Washington Street, Oswego, IL 60543; fax it to 630.554.1577; or email it to [reservations@oswegolandpd.org](mailto:reservations@oswegolandpd.org).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
If paying by credit card your signature is authorizing the Park District to charge your credit card for payment.

## RESERVATIONS OFFICE USE ONLY

Copy to "Reservations" Email  
 Copy to Staff Member Scheduled  
 Staff Member Scheduled: \_\_\_\_\_  
 Paid Set-Up  YES  NO  Added to Calendar  
 Arrival Time: \_\_\_\_\_  
 Departure Time: \_\_\_\_\_

**RENTAL #** \_\_\_\_\_

Approved By _____	Date Entered _____
Amount Due \$ _____	Amount Paid \$ _____
Balance Due \$ _____	Date Balance Due _____
<input type="checkbox"/> Cash <input type="checkbox"/> Check # _____	<input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> Discover <input type="checkbox"/> Amer Exp
Card Number _____	Exp Date _____
CVV _____	
Damage Deposit HOLD (\$300) Yes No	Date Deposit Returned _____
Charges for Damages Incurred? Yes No	Amount \$ _____

## RENTAL RESERVATION FEES

LOCATION	ROOM	CAPACITY	RESIDENT FEE
Civic Center	Room 1	100 people	\$225 (R) \$275 (N)
Boulder Point	Room 3	60 people	\$150 (R) \$200 (N)
Boulder Point	Room 5	60 people	\$150 (R) \$200 (N)
South Point – Activity Room	Room 116	50 people	\$150 (R) \$200 (N)
South Point – Multi-Purpose Room	Room 126	40 people	\$150 (R) \$200 (N)

Prices are based on a two (2) hour reservation. Each additional hour will be billed at \$75 (R) / \$100 (N) per hour.

Rental fees include 30 minutes prior to reservation start time for set-up and 30 minutes after reservation end time for clean-up.

## RENTAL FEE CALCULATION

Rental Reservation Fee	\$
_____ Additional Hours Reserved x \$75 (R) / \$100 (N) Hour	\$
Park District Staff Set-Up Fee of \$50	\$
Additional Fees	\$
<b>TOTAL FEES DUE</b>	<b>\$</b>
<b>Amount Paid (\$100 must be paid at time of submitting rental reservation request)</b>	<b>\$</b>
<b>Balance Due (Balance Due must be paid in full 7 days prior to reservation date)</b>	<b>\$</b>

**NOTE: Changes to approved reservations will be charged the current rate(s) at the date such changes are made.**

## ROOM RESERVATION USE GUIDELINES

An Oswegoland Park District staff member is available at all times during your scheduled reservation.

If an emergency occurs, you must report it immediately to the staff member present.

### Scheduling/Cancellations

- Requests for items you may need (i.e. tables, chairs, coffee pot, kitchen use) must be made at least seven (7) days in advance of your reservation.
- 30 minutes' set-up time and 30 minutes' clean-up time is included at no charge before and after your scheduled reservation.
- Arrive and depart at the approved times requested.
- The Park District must be notified immediately of any changes and/or cancellations. Deposits will not be refunded for cancellations made less than seven (7) days prior to the reservation date.
- Payment in full must be made at least seven (7) days prior to your rental date.

### Set-Up and Take-Down

- You are responsible for the set-up and clean-up/take-down of your event.
- You have the option to pay a \$50 fee to have a Park District staff member complete set-up and take-down on your behalf.

### Political Group Use of Park District Facilities

- Political groups campaigning for a singular political party or candidate will be considered a rental.
- Campaigning or Meet 'n Greets need to take place behind closed doors and are not permitted in Park District lobbies and/or hallways.
- A political group may use a facility to provide information to the public and could be considered a Community Group with approval by the Executive Director.

### Care of Park District Buildings and Property

- Signs, decorations, etc. may be attached to walls, doors, floors upon receiving written approval from the Park District for such requests.
- The reserved room must be left clean and orderly. Failure to adequately clean-up will result in additional charges.
- All garbage must be placed in the appropriate receptacles provided.
- All spills must be mopped or wiped up.

### Responsibility for Damage

- A \$300 damage deposit is required.
- You are responsible for damages to the building, its contents and grounds due to negligence of the group and/or anyone associated with this reservation.

### Youth Supervision

- Children must be supervised at all times; including all areas of the buildings and outside grounds.
- Children may not be left alone in any area of the facility or outside grounds.

### Prohibited Items

- Alcohol is not allowed in or around Oswegoland Park District facilities.
- Guns and e-cigarettes are not permitted in Oswegoland Park District facilities.
- Smoking is prohibited inside all Oswegoland Park District facilities.
- Candles, fog machines and bubble machines are not allowed inside Oswegoland Park District facilities.

### Reminders

- Groups practicing discrimination in any manner will not be allowed to use Oswegoland Park District facilities.
- These rules are not intended to be all-inclusive, and all other rules and regulations of the Oswegoland Park District also apply to users of Oswegoland Park District facilities.

I have read and understand the guidelines above.

I have received a copy of this form and the above guidelines.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_