

APPLICATION FOR COMMUNITY BUILDING FACILITY RENTAL

**WESTCHESTER PARK DISTRICT
10201 BOND STREET
WESTCHESTER, IL 60154-4359**

**Phone: 708.865.8200
Fax: 708.865.8242**

Date Submitted: _____

CLIENT'S NAME/ORGANIZATION _____

CONTACT PERSON _____

ADDRESS _____

CITY _____ ZIP _____

PHONE # _____ ALTERNATE PHONE # _____
Home Cell, work, etc.

INTENDED USE OF FACILITY _____

NUMBER OF GUESTS _____

DATE(S) REQUESTED _____

HOURS REQUESTED FROM: _____ AM / PM TO: _____ AM / PM

FACILITY REQUESTED

EQUIPMENT REQUESTED

❖ Multipurpose Room only _____

Number of Tables: _____

❖ Gym only _____

Number of Chairs: _____

❖ Multipurpose Room & Gym Package _____

Podium: _____

(room: 2 ½ hours, gym: 1 ½ hours)

Coffee urn: _____

○ Room Time: _____ to _____

○ Gym Time: _____ to _____

❖ Stage (not ADA accessible) _____

❖ Kitchen/ with room rental _____

PLEASE NOTE REGARDING ROOM DEPOSIT: A deposit is required at the time of confirmation of your rental date

a) The full deposit is refundable three business days after the scheduled rental date;

b) A prorated deposit will be refunded less any expenses that the Park District incurs as a direct result of your rental; such as, property damage, excessive clean-up, time overage, etc.

The applicant hereby agrees that if the intended use of this facility is for children under the age of 18 years old, the applicant(s) will be issued a permit only upon a satisfactory Criminal Background Check according to the policies of the Westchester Park District. The applicant hereby agrees that an individual with a satisfactory Criminal Background Check will be on the premises during all the time this permit is in force.

Applicant's Signature

Date

Office use only

Deposit: \$ _____ Date Paid: _____ APPROVED: YES _____ NO _____

Total Fees: \$ _____ Date Paid: _____ Supervisor Assigned: _____