



Application for Community Center Building Rental

Westchester Park District 10201 Bond Street, Westchester IL 60154 708-865-8200(p) 708-865-8242(f)

Name: _____

Organization: _____

Address: _____ **City:** _____ **Zip:** _____

Primary #: _____ **Secondary #:** _____

Dates Requested: _____

Time: (start): _____ (end): _____

(Rental Hours are from 9am-9pm Monday Thru Sunday) (2 hour minimum on all rentals)

Intended Use of Facility: _____ **# of Guests:** _____ (max 40)

Facility Requested:

- Multipurpose Room
- Multipurpose Room/Gym Package
- Gym Only

Multipurpose room package includes: 2.5 hrs in the multipurpose room and 1.5 hrs in the gym. Gym time must be **within** the 2.5 hours of the multipurpose room time

Multipurpose Room Time: _____ to _____ Gym Time: _____ to _____

Equipment Requested: _____ Tables (max 8) _____ Chairs (max 40) For Multipurpose Room

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

- The full deposit is refundable three business days after the scheduled rental date
- 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.
- A copy of renter's drivers license, state ID, military ID or passport is required to receive resident rate for rental.

The applicant hereby agrees that if the intended use of this facility is for children under the age of 18 years old, the applicant 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