WINFIELD PARK DISTRICT
Community & Recreation Room Rental Request Form

Contact Information

Contact Name:_____ Birthdate:_____/_____/_____

Organization:_____

Address:_____ City:_____ Zip:_____

Phone:_____ Email:_____

Rental Information

Date(s):_____ Event Type:_____

Start Time:_____ End Time:_____ (Please include set-up/clean-up time requested)

Anticipated Attendance:_____ Food Catered* ☐ Entertainer* ☐

Are you serving alcohol during your rental? Yes* ☐ No ☐ (If yes, Special Use Permit must be completed.)

**Certificate of Insurance and other documentation may be required*

Room	Resident Fee	Non-Resident Fee
____ Community Room (capacity 50)	(M-Th) $35/hour (F-Su) $50/hour	(M-Th) $45/hour (F-Su) $65/hour
____ Recreation Room (capacity 50)	(M-Th) $35/hour (F-Su) $50/hour	(M-Th) $45/hour (F-Su) $65/hour
____ Community & Recreation Room (capacity 100)	(M-Th) $60/hour (F-Su) $80/hour	(M-Th) $80/hour (F-Su) $105/hour
____ Kitchen (w/Community or C&R Room only) -use of refrigerator/freezer, microwave, food warming cabinet, sinks, and counter space only.*	$25 flat fee	$35 flat fee

**Certified Food Protection Manager Certificate and Certificate of Insurance are required for the use of stove and ovens.*

$200 Refundable Security/Damage deposit is required at the time of rental approval. (Addt'l $300 for alcohol)

Tables and Chairs

___ 5' round (seat 6-7)
Quantity:_____ (16 max)

___ 3' square (seat 4)
Quantity:_____ (11 max)

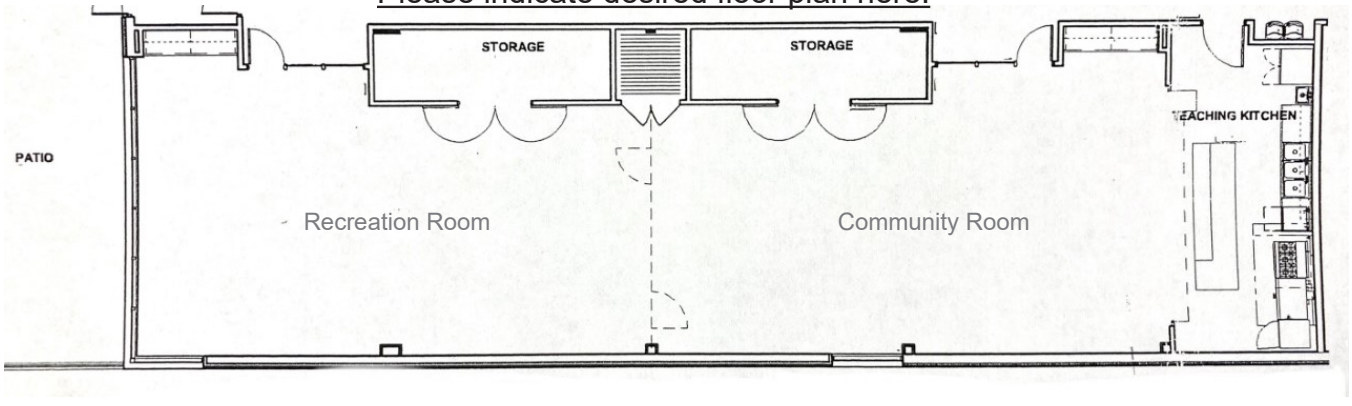
___ 6' rectangle (seat 6)
Quantity:_____ (14 max)

___ 8' rectangle (seat 8)
Quantity:_____ (6 max)

___ Chairs (100 max)
Quantity:_____

___ Projector/Screen
(Recreation Room)

Please indicate desired floor plan here.



Request, Approval & Payment

- Requests will be processed in order of receipt.
- Requests must be completed in full and signed by an adult, 21 years or older, who will assume responsibility for the rental, guests, and be present during the entire duration of the rental.
- Submitting this request form DOES NOT automatically constitute approval of the facility, nor time requested. Please allow 3-5 business days for approval/denial.
- Requests will be approved based on availability of room and staff, and rental will not be confirmed until Rental Agreement has been signed and deposit has been paid.
- Requests can be made as far out as 9 months, but at least a minimum of 2 weeks prior to the date requested.
- The Winfield Park District reserves the right to reject any facility rental request based on park district policy, nature of rental, and facility/staff availability.
- Rentals are not permitted on any of the following holidays: New Year's Eve, New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve or Christmas Day.
- Full payment for rental is due 2 weeks prior to rental date otherwise the rental will be voided and 10% of the rental fee will be kept from the deposit.
- The "rental period" is defined as the entire amount of time during which the renter occupies the facility. This includes time for set-up and take-down. Facility use will be the time designated on the application. The Park District's clock shall be the official time. If the renter fails to show within 60 minutes of their rental start time, they will be judged as a "No Show."
- The Winfield Park District shall not be liable for damages or its failure to perform due to contingencies beyond its reasonable control, including, but not limited to, fire, storm, earthquake, explosions, public disorder, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, equipment failures, building failures, or acts of God/nature.

Security Deposit, Cancellation & Refund Policy

- A $200 security deposit is required for all room rentals. An additional $300 deposit is required for all rentals with alcohol. The deposit will be refunded within 2 weeks after rental, provided there is no damage to the rented area, no excessive cleanup is required, and the scheduled hours of the rental were adhered to.
- If the room is not left in satisfactory condition according to a post-rental checklist or staff reports, or you arrive prior or stay longer than your approved time, the Winfield Park District may keep all or part of your deposit.
- The renter shall assume liability for any damage done to the building, equipment, or area being used and will be responsible for leaving the facility in satisfactory condition.
- Cancellation fees:
    - More than 14 days in advance — 5% of rental fee
    - 14-7 days in advance — 10% of rental fee
    - Less than 7 days in advance — 50% of rental fee
    - "No Show" Fee — 100% of rental fee

For Office Use Only

Approved by_____ Date _____

Rental Fee $ _____ Date Paid: _____ Deposit $ _____ Date Paid: _____

Alcohol Deposit $ _____ Date Paid: _____ Sp. Use Permit Fee: $_____ Date Paid: _____

Certificate of Insurance Recieved: Caterer_____ Entertainer_____ Liquor Liability _____

Chaperone BASSET Certification Verified: #_____ #_____

Reservation # _____ Deposit Amount Returned :_____ Date processed: _____