

Office use Only

Rental Number: _____

Routed to: _____

Mundelein Community Center Room Rental Application

All Rental Applications must be submitted at least 14 days prior to requested date. All applicants must read and sign Rental Agreement attached to Rental Application. ALL FEES AND DEPOSITS MUST BE PAID IN FULL AT TIME OF APPLICATION.

Today's Date: _____

Applicant's Name: _____ DOB: _____ Organization: _____
*(Person responsible) (Date of Birth) (*Must provide a certificate of liability insurance.)*

Is the organization within the Mundelein Park District boundaries? Yes No

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Alt. Phone: _____ Email: _____

Day(s) and Date(s) requested: _____ Hours*: _____ to _____
**Total hours must include set-up and clean-up time.*

Type of Event _____ Number of Guests _____

Will there be an admittance fee to this event? Yes No

Rental Availability Day/Time:

Activity Studio (50 person capacity)

Activity Room (50 person capacity)

Multipurpose Room (12 person capacity)

Aerobics Studio (28 person capacity)

Alcohol and smoking are prohibited inside the Mundelein Community Center. Mundelein Park District prohibits the use and consumption of alcohol in the Mundelein Community Center and Park Grounds.

Calculate Rates:

Resident Fee : Total Hours _____ X \$30.00 \$ _____

-or-

Non Resident Fee: Total Hours _____ X \$40.00 \$ _____

Security Deposit \$ 50.00

Total Due Today \$ _____

***Organization provided a certificate of liability insurance.**

Yes No

I confirm that I have read, understand & signed the Rental Agreement, that the above information has been completed honestly and accurately, and further understand if any information is found not to be true, the rental event will be canceled by the Park District and my security deposit will be forfeited.

Signature of Applicant: _____ Date: _____

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AUTHORIZATION

Approved Denied By Director: _____ Date: _____
Instructions: _____

PAYMENT

Deposit Amt: \$ _____ Date: _____ Cash: _____ Check#: _____ By: _____
Rental Amt: \$ _____ Credit Card: Visa MC Disc Amex Auth # _____

STAFF REPORT

Employee Assigned: _____
Pre-rental Inspection Time of Arrival: _____ Time of Departure: _____
Condition of Facility Prior to Event: _____

Time of Arrival: _____ Time of Departure: _____
Condition of Facility After Event: _____
List Any Damages or Problems: _____

Signature of Employee: _____ Date: _____

DIRECTOR'S REVIEW

Amount of Deposit to be Refunded: _____ Director: _____ Date: _____
Comments: _____

REF PROCESS

Date Requested: _____ Requested by: _____ Amount: _____
Date Processed: _____ Processed by: _____
Date Mailed: _____ By: _____

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Mundelein Community Center Room Rental Agreement TERMS AND CONDITIONS

All applicants must read, sign and return this form with their completed Rental Application at least 14 days prior to requested date.

GENERAL RULES:

1. Minimum rental time 1 hour.
2. The \$50.00 security deposit AND full rental payment is due at the time of booking.
3. If you are an organization, using any MPRD Facility, you will be required to provide us with a \$1,000,000.00 Certificate of Liability Insurance, naming the Mundelein Park District as additionally insured on the policy.
4. Proof of park district residency must be presented at time of rental application to qualify for resident rate (i.e.: valid driver's license, current lease or real estate tax bill with Renter's name and address.)
5. The Renter, or a designated responsible adult (name:), must be present at the start of the rental. Proof of identification is required. A walk-through of the rented facility with MPRD staff will be completed at the start of the rental and an inspection sheet must be signed by the Renter. MPRD holds the Renter solely responsible for the condition of the rented facility at the conclusion of the rental.
6. Unless otherwise notified by the Renter, MPRD will set-up tables and chairs for the number of guests indicated on the Rental Application.
7. Smoking is prohibited in this facility.
8. The consumption of alcoholic beverages or products is prohibited in this facility. It is also prohibited to bring any alcoholic beverages or products anywhere on the Mione Community Park grounds.
9. Gambling of any form is prohibited.
10. Renter shall not permit any area to be used for any disorderly or unlawful behavior during the period of this rental.
11. Any evidence of smoking, alcohol, gambling, disorderly or unlawful behavior in the facility during your event will result in the loss of Renter's security deposit and/or immediate termination of rental event.
12. Renter is liable for any damages or loss of property, furniture and/or equipment. Any damage to the facility structure (inside or outside), furniture (appliances, floors, rugs, etc.) will be deducted from Renter's security deposit.
13. The security deposit will be refunded in full if Renter complies with all the terms and conditions of this Rental Agreement. The MPRD Staff Report will determine if any or all of the security deposit shall be returned.
14. All refunds will be returned by credit card or check. Please allow 2 to 4 weeks after your event to receive the refund.
15. No changes will be allowed 1 week prior to your rental date
16. Should the renter arrive late or extend beyond the approved Rental Application time, the extra time will be charged to the Renter as follows: The dollar amount equal to the extra rental time.
17. A \$25.00 service charge will be assessed on all checks returned due to insufficient funds.

RENTER CANCELLATION POLICY:

1. If applicant/renter cancels their rental at least 60 days prior to the rental, a \$10.00 service fee will be withheld from the rental security deposit.
2. If applicant/renter cancels their rental after 60 days prior to the rental a \$25.00 service fee will be withheld from the rental security deposit.
3. The remainder of the rental deposit, upon approval, will be returned within 2 to 4 weeks of cancellation.

Mundelein Community Center Room Rental Agreement TERMS AND CONDITIONS, CONTINUED

All applicants must read, sign and return this form with their completed Rental Application at least 14 days prior to requested date.

RENTER RESPONSIBILITIES: SET-UP/CLOSING PROCEDURES:

1. Only masking tape is allowed on walls, ceilings, etc. when decorating. No clear "Scotch brand" tape, staples, or tacks allowed.
2. When cleaning, wipe up any food or beverage spills on tables, chairs, walls and carpet.
3. Wipe down all tables and chairs with soapy water and damp cloth or spray cleaner (not provided).
4. Return any moved furniture or equipment to their original position. Facility should be restored to same condition as it was when the rental began.

TERMINATION OF RENTAL:

The MPRD reserves the right to terminate any event and/or participation of any individual at any time if it is reported to MPRD that continuation of the rental and/or individual participation is not in the best interest or safety of the participating guests or rental facility. If the MPRD finds cause to terminate your event while your event is taking place, the Director will review the MPRD Staff Report to determine if any of the security deposit or rental fee will be refunded.

Should the park district need to cancel prior to your event, the security deposit and any rental fees paid will be refunded to you.

DISCLAIMER:

MPRD reserves the right to CANCEL any rental event. The decision of the Park District Director is final.

MPRD does not assume any liability for property lost or stolen on the MPRD premises, or for personal injuries sustained on the premises during rental use of the premises. Renter hereby agrees to assume the full risk of any injuries, damages, or loss, regardless of severity, that Renter may sustain as a result of this rental. Renter further agrees to waive and release the MPRD, officers, agents, employees and volunteers from any and all liabilities, losses, claims, suits, damages and/or judgments (including reasonable attorney's fees) that Renter might sustain as a result of any and all activities connected with or associated with this rental.

I understand that I am responsible for clean-up of the facility before the end of my rental time and that the cost of clean-up not accomplished or damages to the facility will be deducted from my security deposit. I further understand that MPRD reserves the right for full restitution of any and all damages incurred by the Renter or Renter's guests and to bill any additional expenditure for said damages that may be incurred above and beyond the amount of the Renter's security deposit.

I understand that any violation or discrepancy on my behalf from this Rental Agreement may be grounds for the MPRD to retain any or all of my security deposit.

I have read and understand the preceding disclaimer. I do hereby agree to the terms of the disclaimer and the conditions of the Rental Agreement.

APPLICANT:

Signature: _____ Date: _____

Printed Name: _____