



COMMUNITY CENTER RENTAL APPLICATION

Submit Application to:

Recreation Supervisor

4170 W Morse Avenue, Lincolnwood IL, 60712

Email: Recreation@lwd.org

INSTRUCTIONS: Applicants are advised to complete and submit this form for review at least 14 days prior to the date of the event. Requests are fulfilled on a first-come, first-serve basis. After completing a rental application via email submission, applicants can expect to receive a response regarding applications within two business days. Once approved, a confirmation will be sent via e-mail within two business days. Full payment for rental fees and security deposit are due at the time of booking. In person applicants can complete a rental application and receive a rental confirmation in one transaction. Rentals are not accepted on holidays (New Year's Eve & Day, Martin Luther King Day, President's Day, Easter Sunday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day). Renters are responsible for setting up tables and chairs unless additional set up fee is paid. Rental applications submitted within 14 business days of the event cannot be guaranteed. Proof of Lincolnwood residency is required in order to receive resident rates for rentals.

APPLICANT INFORMATION

RENTER'S NAME		ORGANIZATION NAME (if applicable):	
STREET ADDRESS			
CITY		STATE	ZIP
EMAIL			
CELL PHONE			

LOCATION & TIME REQUEST COMMUNITY CENTER ADDRESS: 4170 W. MORSE AVE. LINCOLNWOOD IL 60712

EVENT DATE	DAY OF THE WEEK
TOTAL EVENT TIME (HRS)	EVENT START & END TIMES
TYPE OF EVENT	TOTAL ATTENDANCE EXPECTED

RENTAL COST

LINCOLNWOOD RESIDENT HOURLY RATE	\$126	NON-LINCOLNWOOD RESIDENT HOURLY RATE	\$214
LINCOLNWOOD RESIDENT PREMIUM HOURLY RATE	\$189	NON-LINCOLNWOOD RESIDENT PREMIUM HOURLY RATE	\$321

EVENT INFORMATION

WILL YOU BE SERVING ALCOHOL?	YES	NO	ALL RENTALS SERVING ALCOHOL REQUIRE AN ALCOHOL APPLICATION (\$25), REQUIRE APPROPRIATE LIQUOR LIABILITY INSURANCE & INCUR A PREMIUM RENTAL RATE
ALCOHOL APPLICATION ATTACHED?	YES	NO	
			DUE TO THE NATURE OF THE EVENT, RENTERS MUST BE 25 YEARS OF AGE TO RENT A PREMIUM RENTAL WITH ALCOHOL.

RENTAL HOURS

ADDITIONAL ADD-ONS

SUNDAY	10:00AM - 10:00PM	SPEAKERS & MICROPHONE	\$50	
MONDAY - THURSDAY	10:00AM - 10:00PM		PROJECTOR	\$50
FRIDAY	10:00AM - 11:00PM		LATTICE ROOM DIVIDERS	\$50
SATURDAY	4:00PM - 11:00PM		SET UP FEE (includes tables and chairs)	\$100

ROOM INFORMATION

ROOM CAPACITY 180 GUESTS	180 BLACK PADDED BANQUET STYLE CHAIRS	30 ROUND PLASTIC WHITE 60 INCH DIAMETER TABLES
OVEN, STOVE TOP, SINK, REFRIGERATOR, FREEZER &		20 RECTANGLE PLASTIC WHITE 6X3 FEET TABLES

THE COMMUNITY CENTER IS NOT A BANQUET HALL, RENTERS ARE ONLY ALLOWED ACCESS TO THE BUILDING DURING THEIR RENTAL HOURS. RENTERS WILL HAVE 30 MINUTES BEFORE AND AFTER THEIR RENTAL TIME FOR SETUP AND BREAKDOWN. WEEKEND RENTALS (FRIDAY-SUNDAY) MUST BE BOOKED FOR AT LEAST FOUR (4) HOURS.



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WILL FOOD OR BEVERAGES BE PROVIDED BY A CATERER? (INCLUDES SERVERS AND/OR BARTENDERS) PLEASE DESCRIBE:

WILL ANY PERFORMERS OR VENDORS BE AT THE EVENT? (CLOWN, BAND, DJ, ETC) PLEASE DESCRIBE:

LIST ANY EQUIPMENT BEING BROUGHT INTO THE FACILITY (POPCORN MACHINE, PHOTO BOOTH, ETC):

GROUPS WISHING TO HOST A SPECIAL EVENT SUCH A FUNDRAISING EVENT REQUIRE VILLAGE BOARD APPROVAL. WRITTEN REQUESTS SHOULD BE EMAILED TO RECREATION@LWD.ORG

RENTAL COST

LINCOLNWOOD RESIDENT HOURLY RATE	\$126	x	TOTAL HOURS	=
LINCOLNWOOD RESIDENT PREMIUM HOURLY RATE	\$189	x	TOTAL HOURS	=
NON-LINCOLNWOOD RESIDENT HOURLY RATE	\$214	x	TOTAL HOURS	=
NON-LINCOLNWOOD RESIDENT PREMIUM HOURLY RATE	\$321	x	TOTAL HOURS	=
SPEAKERS & MICROPHONE	\$50			=
PROJECTOR	\$50			=
LATTICE ROOM DIVIDERS	\$50			=
UPLIGHTING	\$50			=
PATIO (AVAILABLE APRIL-OCTOBER)	\$50			=

TOTAL RENTAL COST

ROOM SET UP REQUEST

BANQUET STYLE	CONFERENCE STYLE	THEATRE STYLE	CLASSROOM STYLE	CUSTOM



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COMMUNITY CENTER RENTAL AGREEMENT

The primary function of the Community Center is to provide recreational programs. When the space is not being used for that purpose, it is made available for rental. It is the responsibility of the applicant to read the listed policies prior to signing the application and confirming the rental. Failure to adhere to the policies may result in the loss of security deposit and may jeopardize future rental applications.

APPLICANT RENTAL POLICIES

- The applicant responsible for submitting the rental application and this agreement must be in attendance at all times of the rental.** This individual will be held responsible for all damages/problems that may occur due to the rental. **Should the applicant fail to be in attendance at all times during the rental without advanced notice of at least 60 hours and a new applicant identified, the security deposit will be forfeited.**
- The applicant must be 21 years of age. One adult for every 15 minors is required. Children must remain in the rented room and may not roam unsupervised in other areas of the facility. The Facility Supervisor staff are not responsible for such supervision.
- In order to qualify for the resident rate (R), the applicant needs to reside within the corporate boundaries of Lincolnwood on a year-round (12 months) basis. Proof of residency is required at the time of rental confirmation. Anyone not meeting these requirements will be responsible for paying the non-resident (NR) rate. Residents are not permitted to "sponsor" a non-resident.
- If a resident is using the facility for something other than personal use, the non-resident rate fee must be paid. If it is found out later that the purpose of the rental was indeed for non-personal use, the security deposit may be withheld.

Applicant Initials

RENTAL TIME POLICIES

- The building will be opened 30 minutes before and after time listed on rental application. The facility will be opened only for the applicant listed on the final approved rental agreement.
- Additions to the rental agreement must be requested **two weeks** prior to the rental. Changes may impact the original approved application and incur additional fees.
- Time extension requests submitted within 13 days of a rental is not guaranteed. Availability must first be confirmed; this process may take up to two business days.
- If a rental is canceled or reduced more than three weeks prior to the scheduled date, a full refund less a 10% administrative fee is issued. If a rental is canceled or reduced 20 days or less before the scheduled date, a 50% refund less a 10% administrative fee will be issued.
- In the event of scheduling conflicts, the Parks & Recreation Department reserves the right to cancel the rental 7 days prior to the date requested. A full refund will be issued in such cases.

Applicant Initials

ALL RENTALS INCUR A \$250 SECURITY DEPOSIT REQUIRED AT TIME OF RENTAL CONFIRMATION. REFUNDED ONE WEEK AFTER RENTAL.



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RENTAL RESTRICTION POLICIES

10. Renters and guests are limited to the room contracted through the rental agreement.
11. Smoking, use of illegal substances, gambling, animals, and open flames (candles, incense) are prohibited inside the building. The only exception is birthday cake candles that are lit for two minutes or less.
12. Smoking is not permitted on the patio or within 15 feet of any door or window to the facility.
13. Posting advertisements for products/services is prohibited.
14. Decorating of the facility is limited to the tables, chairs and walls only. Use of tacks, nails, pushpins, glue, heavy duty tape and adhesive clays are not permitted. Balloons displayed around the exterior of the facility must be removed by the renter prior to leaving the premises.
15. Equipment may not be stored in the facility prior to or following the rental.
16. All equipment and supplies brought by the renter must be removed, and the renter and all guests must depart at the conclusion of the rental permit time. Any time spent in the facility past the contracted rental time will be subject to an additional fee, assessed in 30 minute increments.
17. Applicants renting the room may request approval of a small inflatable attraction through a separate application. Attractions must have enclosed sides, with a height and width no greater than 7'. This application, which requires approval of the attraction's specifications and proof of special event insurance, must be submitted **two weeks** prior to the date of the rental.
18. The Community Center is not designated as a banquet hall and does not offer the amenities or level of staffing of a banquet hall.
19. Stands must be placed underneath heated food trays.

Applicant Initials

SOUND RESTRICTION POLICIES

20. The sound level of the event must be suitable for the interior of the rented space only. Renters may be asked to adjust the sound level so that a party in the next room and/or neighbors are not affected.
21. Any unnecessary noise, littering, disorder or violation of any Village ordinance/policy shall be deemed just cause for immediate voiding of agreement, including the security deposit, as well as police action. Such actions may also jeopardize future rental requests.

Applicant Initials

ALCOHOL RESTRICTION POLICIES

22. Alcohol is only permitted if the applicant successfully completes the alcohol application and provides proof of liquor liability insurance (per the application specifications) at least **three weeks** prior to the date of the rental.

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FACILITY EQUIPMENT POLICIES

- 23. All rented space and features, including kitchen appliances, must be thoroughly cleaned, garbage must be removed from trash cans and placed in the designated location, and an inspection must be completed with staff prior to the end of the rental. **If the renter leaves the facility prior to completing the post-rental inspection, the security deposit will be forfeited.**
- 24. The applicant assumes responsibility for keeping Village equipment, including tables, chairs, appliances, etc. in order. Equipment may not be removed, relocated, or mishandled in any way. If equipment is found to be damaged during the final inspection, or by staff the following business day, a portion of the security deposit will be withheld.

Applicant Initials

SAFETY POLICIES

- 25. If the fire alarm is activated, the building must be evacuated immediately until it has been deemed safe by the Lincolnwood Fire Department. Renters will be assessed \$400 for any fire alarm and/or AED alarm that is falsely activated by a guest of the rental, and the security deposit will be withheld should any attendee not cooperate with the evacuation.
- 26. Precautions necessary for fire protection & safety must be observed. Exits, hallways, and stairs must be free of obstructions at all times.
- 27. Room capacity must be adhered to with no overflow in the hallway. The renter will be asked to remove guests from the facility if a rental is deemed over capacity by the Facility Supervisor.
- 28. The Parks & Recreation Department may require security for certain rentals due to the nature of the event. Security must be provided through The Lincolnwood Police Department at the renter's expense, and full payment is due 3 days prior to the rental. Failure to pay in time will result in cancellation of the rental agreement with no refund.
- 29. The Village of Lincolnwood reserves the right to prohibit any rental which may be contrary to public safety and welfare.

Applicant Initials

LIABILITY POLICIES

- 30. Facility Supervisor Staff will open the building at the start of the rental time. Staff members will remain in the building during the rental to ensure policies are followed and to assist with questions as needed. Facility Supervisors should be immediately notified of any emergency.
- 31. The Village of Lincolnwood and its employees assume no liability arising from injuries, accidents, loss of personal property by the applicant and/or guests of applicant. This also holds true for any caterer, DJ, Band or other entertainment. It is the responsibility of the applicant to provide such insurance.
- 32. Parks & Recreation Department shall not be liable for delay, failure in performance, loss of damage due to acts of God or other causes beyond its reasonable control.
- 33. This agreement and rental permit may be revoked due to falsification of information, misconduct, or failure to comply with the rental policies as described on this agreement. In the event this happens, all future rental requests made by the applicant will not be approved and/or accepted.

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SPECIAL EVENT POLICIES

- 34. No rental agreement will be issued to any party interested in charging admission, selling goods/services or collecting other fees unless given approval by the Lincolnwood Parks & Recreation Board. The applicant must call the Recreation Office and be placed on the Village Board Agenda to gain said approval at least **three months** prior to the rental date. Events of this nature require appropriate liquor liability insurance to sell alcohol if applicable.
- 35. Businesses, non-profit and for-profit organizations will be asked to furnish a certificate of insurance indicating that coverage for general liability (comprehensive, premises/operations, broad form property damage, contractual and personal injury) has been obtained. Minimum liability limit amounts must be for \$2,000,000 per occurrence for combined bodily injury and property damage, and \$2,000,000 per occurrence for personal injury. In addition, the Village of Lincolnwood must be listed on the certificate as additional insured. Rental permits will not be approved until this certificate of insurance is provided.

Applicant Initials	
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APPLICATION WAIVER & AGREEMENT

- A. I, the undersigned, hereby certify that I am authorized to submit and execute this application. I have read this agreement and fully understand my responsibility as the applicant as stated in the Community Center Rental Application. I have completed the rental permit to the best of my ability and understand that I will be held **FULLY RESPONSIBLE** for any damaged and/or problems associated with this rental. I intend to comply with all policies stated on this agreement and the rental permit and have received a copy of both documents. I agree that the Village of Lincolnwood assumes no responsibility or liability for injuries/damages to myself, guest or personal property. I hereby waive all rights to assert any such responsibility and I agree to hold harmless the Village of Lincolnwood from any acts for which I am liable.
- B. I hereby waive all rights to assert any such responsibility and I agree to defund, indemnify and hold harmless the Village of Lincolnwood from any acts for which I am liable.

Applicant Signature & Date	
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Witness Signature & Date	
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ADDITIONAL RENTAL QUESTIONS OR COMMENTS

FOR OFFICE USE ONLY

Received By:	Date:	Time:	Application Received Email Sent
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Notes:			
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