

MUNDELEIN PARK & RECREATION DISTRICT

1401 North Midlothian Road, Mundelein, IL 60060

(847) 566-0650 FAX (847) 566-8557

CARL SANDBURG NORTH GYM

RENTAL REQUEST

Applications must be submitted at least 21 days prior to requested date. All fees must be paid in full in advance.

Today's date: _____

Day(s) and Date(s) requested: _____ Hours (2 hour minimum): _____ to _____

RENTAL RATES: Weekday: Monday–Friday Rental hours available: 6:15pm – 9:00pm

*Youth Group: Resident: \$25.00 per hour Non-Resident: \$40.00 per hour
Adult Group: Resident \$40.00 per hour Non-Resident: \$80.00 per hour*

Weekend: Saturday–Sunday Rental hours available: 9:00am – 9:00pm

*Youth Group: Resident: \$40.00 per hour Non-Resident: \$ 70.00 per hour
Adult Group: Resident \$60.00 per hour Non-Resident: \$140.00 per hour*

Applicant: _____

Name of Organization (if applicable): _____

Certificate of Insurance in the amount of \$1,000,000 listing the Mundelein Park and Recreation District as additionally insured is required for all organized groups.

Certificate of Insurance: _____ *Received*
On file (must be confirmed before rental approval)

Policy expiration date: _____

Address: _____ City/State/Zip: _____

Home Phone: _____ Alternate Phone: _____

Reason for rental: _____ Equipment needs: No Yes What? _____

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

Number of attendees expected: _____ Average age of attendees: _____

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

RENTER RESPONSIBILITIES: The Person/Organization Agrees To The Following:

Clean up garbage and put away equipment 15 minutes before scheduled end time. Renter will vacate property at, or before, scheduled end time. The Park & Recreation District is not responsible for any lost or stolen items. The Park & Recreation District is not responsible for any injury or loss that occurs before, during, or after the rental on park district property. NO SMOKING ALLOWED IN THIS FACILITY. NO ALCOHOLIC BEVERAGES will be consumed or brought on the premises. Gambling of any form will not be permitted. Closing hours for all park district buildings is 9:00pm unless otherwise approved.

REFUNDS WILL NOT BE ISSUED FOR UNUSED TIME.

Signature of Applicant **X** _____

FOR OFFICE USE ONLY

Approved: _____ Disapproved: _____ Date: _____ Director: _____

Comments: _____

Rental fee: _____ x _____ hours = _____

Payment Received: _____ Check # _____ Cash \$ _____

Credit Card Received
MC Auth. # _____
DC
Visa

Today's Date: _____ Initials: _____