

## Mundelein Park Recreation District Community Center Gym - Rental Request Form

Resident  
 Non Resident

Contact Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_ # of Courts Requested    1    2

City/State/Zip \_\_\_\_\_ Phone \_\_\_\_\_

Group/Organization \_\_\_\_\_ Cell Phone \_\_\_\_\_

Number of people Expected \_\_\_\_\_ Fax # \_\_\_\_\_

Admission Fee?    Yes/No    Email \_\_\_\_\_

Description of Event \_\_\_\_\_

All organized groups must submit a Certificate of Insurance in the amount of \$1,000,000.00 naming the Mundelein Park District as additionally insured is required for all organized groups.    Date Cert. Rec'd: \_\_\_\_\_

**Days/Times Available (1 hr. Minimum)**  
 Early Bird (1 court available only)  
 Monday-Friday    5:30am-7:30am  
 Saturday    7:00am-9:00am

**Afternoon/Evening (2 Courts Available)**  
 Saturday    4:00pm-6:00pm  
 Sunday    4:00pm-6:00pm  
*Additional weekday hrs may be added per gym availability and at the discretion of the rental supervisor.*

**Full Day/Full Gym Rental**  
*(4 weeks advance reservations required).*  
 Saturday and/or Sunday 8:00am-6:00pm

See next page for rental rates

**Days/Dates/Times Requested**

Day(s) \_\_\_\_\_

Date(s) \_\_\_\_\_

Time    From: \_\_\_\_\_ To: \_\_\_\_\_

**Extras (See Extra Fees)**  
 Locker Room Use  
 Locker Room/Teen Area Use  
 Scoreboard Equipment  
 Flip Scores  
 Overtime Fee (see extra fees)

**OFFICE USE ONLY**

Total Hours Requested	
Amount Due	
Security Deposit	\$100.00
Extra Fees	
Grand Total Due	

*(Full fee must be paid at time of reservation)*  
 Cash    Check # \_\_\_\_\_    Visa    MC    Disc  
 Auth# \_\_\_\_\_

**CREDIT CARD PAYMENT (MAIL OR FAX)**

Visa     Mcard     Discover

Acct.# \_\_\_\_\_

Cardholder Name \_\_\_\_\_

Exp. Date \_\_\_\_\_    Amount \_\_\_\_\_

Signature \_\_\_\_\_

## Gym Rental Rules & Regulations

1. A building supervisor will be on duty at all times.
2. All Park View Health & Fitness building and gymnasium rules apply. A copy is provided to renter and it is his/her responsibility to inform all participants of these rules.
3. Locker rooms are available for participants for an additional fee. The lockers themselves and/or keys are not.
4. All personal belongings must be removed from the locker rooms after changing, and are the responsibility of each individual participant. The Mundelein Park District is not responsible for lost or stolen items.
5. Children under the age of 12 are not to be left unattended in the building.
6. Access to the fitness floor, track, pool, aerobics studio, multipurpose room, kitchen, or any areas not listed on the rental contract is prohibited.
7. Renter is responsible for all loss or damage to park district property. Damage amounts will be deducted from the security deposit. Renter is additionally responsible for all damages exceeding the security deposit amount.
8. The main parking lot is reserved for Park View members. Parking in the circle drive is not permitted.
9. Baseball/Softball/LaCrosse/Soccer Teams: Use of hard balls or regulation softballs is prohibited. Acceptable substitutes include Incredi-Balls, Wiffle Balls or indoor soccer balls.
10. NO SMOKING, ALCOHOL OR GAMBLING is permitted on Mundelein Park District property.
11. Disorderly or unlawful behavior will result in loss of security deposit and/or immediate termination of the

## Renter Agreement

The Mundelein Park & Recreation District 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 have read and understand all information on this contract, the rental form, and the above rules and regulations, and agree to all fees, extra fees and details listed. I further understand that the Mundelein Park & Recreation District reserves the right to cancel my rental agreement at any time.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Mundelein Community Center  
Gym Rental Fees & Payment Information**

**Prices below are per court**

**Peak Season (October - March)**

Res: \$75.00/hour Non Res: \$100.00/hour

**Off Peak Season (April - September)**

Res: \$60.00/hour Non Res: \$85.00/hour

**Extra Fees**

Security Deposit: \$100.00 due at time of reservation

Locker Room Use: \$25.00

Locker Room/Teen Area Use: \$35.00

Scoreboard Equipment: \$20.00 per unit

Flip Scores: \$5.00 per unit

Overtime Fee: \$75.00 per every half hour over designated time limit.

**Full Gym Rentals**

Full day is defined as 8:00am - 6:00pm

**Peak Season (October - March)**

Res: \$700.00/day Non Res: \$925.00/day

**Off Peak Season (April-September)**

Res: \$550.00/day Non Res: \$775.00/day

**Reservations**

Gym rental reservations and payment must be received 2 weeks prior to requested rental date.

Full gym rental reservations are due 4 weeks prior to requested rental date.

**Payment**

Full rental payment and security deposit are due at the time of reservation. Accepted forms of payment include cash, check, Visa, MasterCard or Discover

**Refunds**

1. Refunds will not be issued for unused time
2. Security deposit is refundable, per damage inspection, time allotment and cancellation policy.
3. All refunds are processed in the form of a check. Please allow 2-4 weeks after you event to receive your refund.

**Cancellation Policy**

Cancellations less than one week prior to rental will result in loss of security deposit.

**Staff Report Post Rental**

List damages if any: \_\_\_\_\_

Signature: \_\_\_\_\_

**Director's Review**

Amount Of Deposit To Be Refunded: \_\_\_\_\_ Director: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Refund Process**

Date Requested: \_\_\_\_\_ Requested By: \_\_\_\_\_ Amount: \_\_\_\_\_

Date Processed: \_\_\_\_\_ Processed By: \_\_\_\_\_ Date Mailed: \_\_\_\_\_ By: \_\_\_\_\_

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