



MUNDELEIN PARK & RECREATION DISTRICT

1401 North Midlothian Road, Mundelein, IL 60060
P: 847.566.0650 F. 847.566.8557

OFFICE USE ONLY
Date/Time Received: _____
Staff Initials: _____
Permit Number: _____
Binder Number: _____
Routed To: _____

Dunbar Recreation Center Rental Application

888 Dunbar Road, Mundelein, Illinois 60060

Available Rental Hours: Sa: 8:00 am – 11:00 pm • Su: 8:00 am – 9:00 pm

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.

The security deposit of \$200.00 is due with full reservation payment upon approval of rental.

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

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

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

Second Contact Name: _____ Phone: _____ Email: _____

Day(s) and Date(s) requested: _____ Hours*: _____ to _____

Type of Event _____

**Total hours must include set-up and clean-up time. 2 hours min., 7 hours max. Longer rentals require special approval.*

Number of Guests (Max: 50) _____ Will there be a fee to attend this event? Yes No

ALL FEES, COI AND FINAL REGISTRATION DETAILS ARE DUE 2 WEEKS PRIOR TO EVENT DATE

COI (Certificate of Insurance) is required if you are an organization renting our facility or if you will be having any outside vendors.

Name of Organization _____ COI

Is this organization in Mundelein? Yes No

Refundable Deposit \$200 \$ _____

Room Hourly Rate: \$65 R/\$80 NR \$ _____

Kitchen Hourly Rate (Add-on): \$75 R/\$95 NR \$ _____

Gym Hourly Rate \$55 R/\$75 NR \$ _____

Will you be using outside entertainment? Yes No TOTAL DUE AT TIME OF RESERVATION \$ _____

Outside Vendors – Certificate of Liability Insurance (COI) required. *Outside entertainment must end 30 minutes prior to end of rental.* PIF

Music – Type? _____ COI

Entertainment – Type? _____ COI

Food – Vendor Name _____ COI

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: _____

OFFICE USE ONLY

APPROVAL	Approved Denied By Supervisor: _____ Date: _____ Staff assigned _____ Instructions: _____
PAYMENT	Permit #: _____ Room Dep: \$ _____ LL: \$ _____ Kitchen Dep: _____ Gym Dep: _____ Total Deposit Pd: \$ _____ Date: _____ Cash: _____ Check#: _____ Credit Card: Visa MC Disc Amex Auth # _____ Last 4 _____ By: _____ _____ Balance Due: \$ _____ Balance Due on or before: _____ Balance Paid: \$ _____ Date: _____ Cash: _____ Check#: _____ Credit Card: Visa MC Disc Amex Auth # _____ Last 4 _____ By: _____
STAFF REPORT	Condition of Facility Prior to Event: _____ _____ Time of Renter Arrival: _____ Time of Renter Departure: _____ Condition of Facility After Event: _____ List Any Damages or Problems: _____ _____ _____ Employee Assigned: _____ Staff Time of Arrival: _____ Staff/Time of Departure: _____ Signature of Employee: _____ Date: _____
MANAGER'S REVIEW	Amount of Deposit to be Refunded: _____ Manager: _____ Date: _____ Comments: _____ _____ _____
REF PROCESS	Date Processed: _____ Processed by: _____ Amount: _____ Credit or Check Last 4: _____



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Dunbar Recreation Center 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.

Our facility will accommodate up to fifty (50) people maximum and is a **smoke-free environment**. A Mundelein Park & Recreation District (known as MPRD for the remainder of this Rental Agreement) staff member will be on the premises at all times to assist you, if necessary.

GENERAL RULES:

1. Minimum rental time: two (2) hours.
2. The security deposit of \$200.00 is due with full reservation payment upon approval of rental.
3. If you are an organization or are using a vendor to service your rental (caterer, DJ, entertainment etc.), your organization or vendor will be required to provide MPRD 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. 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 shall set-up tables and chairs for the number of guests indicated on the Rental Application.
7. Smoking is prohibited in this facility.
8. Gambling of any form is prohibited.
9. No confetti or glitter.
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, 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. 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.
12. The lessee is responsible for any damage or loss of parts of the premises, its furniture or equipment. Any damage to the structure of the premises (inside or outside), furniture (appliances, floors, carpets, etc.) will be deducted from the renter's security deposit.
13. A fee will be deducted from the deposit for any excessive cleaning caused by the renter.
14. 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.
15. All refunds are processed in the form of check or credit card. Upon approval Refunds will be issued 2 to 4 weeks after your event.
16. No changes will be allowed 1 week prior to your rental date.
17. Should the renter arrive late or extend beyond the approved Rental Application time, the time will be charged to the renter as follows: The dollar amount equal to the rental time, minimum of 30 minutes.
18. Refunds will not be given for any unused time.
19. A \$25.00 service charge will be assessed on all checks returned due to insufficient funds
20. Dunbar Recreation Center Holiday Hours: MPRD Holiday Rental Requests will be reviewed on a case by case basis. Staffing and other considerations will be taken into account before rentals will be approved. Approved Holiday requests may be charged an increased hourly fee, as determined by the Superintendent of Recreation.

RENTER CANCELLATION POLICY:

1. If applicant/renter cancels their rental more than 30 days prior to the rental, a \$25.00 service fee will be withheld from the rental security deposit.
2. If applicant/renter cancels their rental less than 31 days prior to the rental a \$100.00 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.



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Dunbar Recreation Center 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:

1. Renter must present their copy of Rental Contract upon arrival.
2. Kitchen utensils are not provided (serving spoons, forks etc.) Kitchen utensils belonging to the MPRD cannot be used.
3. If a band or disc jockey is hired, they are not permitted to use any smoke emitting device, pyrotechnics or "stage prop" used for special effects. Failure to comply will result in the immediate termination of the rental and loss of Renter's security deposit.
4. Only Painter's tape (blue/green) is allowed on walls, ceilings, etc. when decorating.
5. Wipe up any food or beverage spills on tables, chairs and walls.
6. Clean up kitchen including all food, containers, spills, etc. Wipe down counter tops and appliances used during your event.
7. Dispose of all food and decorations, etc. from event in trash receptacles using provided trash liners.
8. 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 at any time if it is determined by MPRD Staff that continuation of the rental is not in the best interest or safety of the participating guests, MPRD Staff, or rental facility. If the MPRD finds cause to terminate your event while your event is taking place, the MPRD Rental Staff Report will be reviewed to determine if any of the security deposit or rental fee will be refunded.

The MPRD reserves the right to terminate the participation of any individual in any rental facility for disruptive behavior or if it is determined by the MPRD staff that the continued participation of the individual is not in the best interest or safety of the participant, participating guests, MPRD Staff or rental facility.

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, employee and volunteers from any and all liabilities, losses, claims, suits, damages and/or judgment (including reasonable attorney's fees) that Renter might sustain as a result of any and all activities connected with or associated with this rental.



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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.

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 incur 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: _____