



Hoffman Estates Park District Facility Room Rental Request Application

Thank you for your interest in renting one of HE Parks' facility rooms.

Application Steps:

1. Complete the attached application
2. Return the application to the appropriate facility, Triphahn Center or Willow Rec Center service desk.
3. 50% of rental fee (+ additional security deposit if applicable) is due at time of application.
4. Final payment is due 7 days prior to rental date.

Rental Fee Structure:

| | | Room MAX | Resident Per Hour | Non- Resident Per Hour | Commercial Per Hour |
|-----------------------|-----------------------|-------------|----------------------|------------------------------|------------------------|
| Small Conference Room | TC Room 110 | 8-10 | \$25 | \$30 | \$35 |
| | WRC Racquetball Room | | \$25 | \$30 | \$35 |
| Medium Meeting Room | TC Room 111 | 40 | \$55 | \$60 | \$70 |
| | TC Room 114 | 45 | \$50 | \$55 | \$60 |
| | TC Ice Party Room | 30 | \$35 | \$40 | \$45 |
| | WRC Room 1 | 25 | \$35 | \$40 | \$45 |
| | WRC Meeting Room | 45 | \$50 | \$55 | \$60 |
| | WRC Dance Room | 15 | \$40 | \$45 | \$50 |
| Large Meeting Room | TC Room 112 | 80 | \$75 | \$80 | \$95 |
| | TC Dance Room | 25 | \$55 | \$60 | \$70 |
| | TC Board Room | 50 | \$55 | \$60 | \$70 |
| | TC Room 113 (111+112) | 120 | \$110 | \$120 | \$140 |
| Small Gym | TC – Half-Gym North | | \$45 | \$50 | \$55 |
| | TC – Half-Gym South | | \$45 | \$50 | \$55 |
| | WRC – Half-Gym North | | \$45 | \$50 | \$55 |
| | WRC – Half-Gym South | | \$45 | \$50 | \$55 |
| | WRC – Mini Gym | | \$70 | \$80 | \$90 |
| Large Gym | TC – Full Gym | | \$80 | \$90 | \$100 |
| | WRC – Full Gym | | \$80 | \$90 | \$100 |

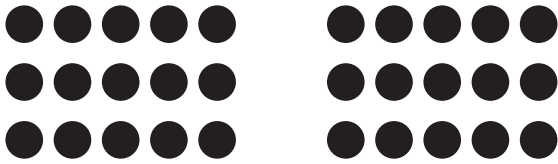
Indoor Rental Add-Ons:

| | | |
|-----------------|---|-------------------------------|
| Lounge | TC Lounge (only available with Room 113 rental) | \$50 |
| After Hours | Rentals past operating hours | \$25 / hour |
| Kitchen Usage | TC kitchen (in Room 112) | \$100 damage/cleaning deposit |
| Large Group Fee | TC & WRC – 100+ group size | \$250 damage/cleaning deposit |

Rental Fee includes: Free Tables & Chairs, Staff room setup & take down.

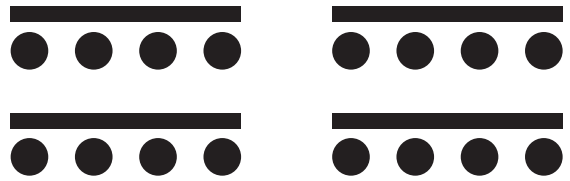
Triphahn & Willow – Room Set-Up Options:

A – THEATER STYLE



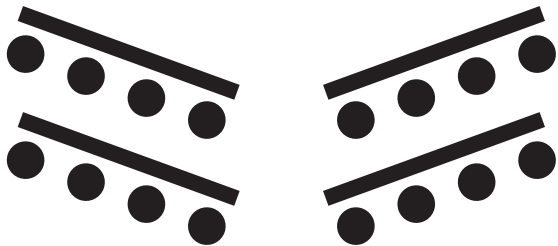
A: Rows of chairs (no tables) arranged with all participants facing towards the front of the room.

B – CLASSROOM STYLE



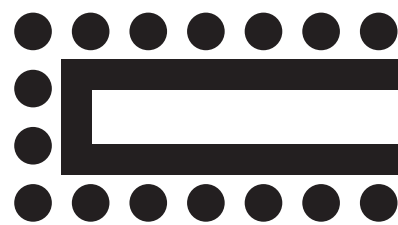
B: Rows of tables & chairs arranged with all participants facing towards the front of the room.

C – CHEVRON



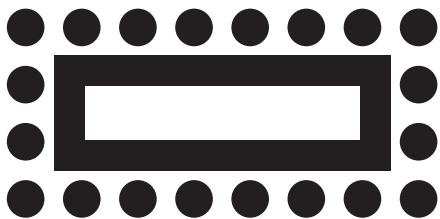
C: Rows of tables & chairs arranged in a V shape and separated by a center aisle.

D – U SHAPE



D: Tables arranged in a large U with open space in the middle. Participants are seated around the outside.

E – HOLLOW SQUARE



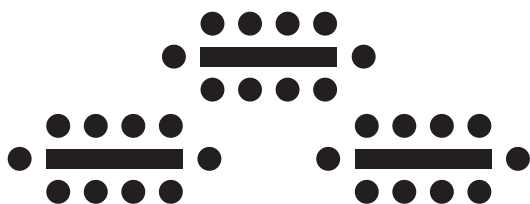
E: Tables are arranged in a square with chairs along the outside facing the empty center.

F – CONFERENCE STYLE



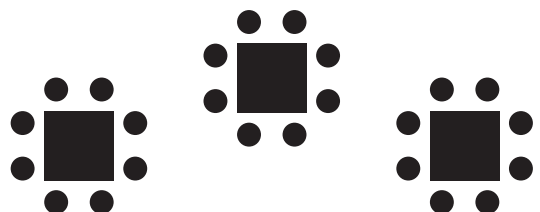
F: Tables arranged together to create a single large table.

G – TEAM TABLES/CLUSTERS



G: Several conference style set-ups scattered throughout the room.

H – BANQUET SQUARES



H: Square tables arranged throughout the room with participants seated around the tables.



Hoffman Estates Park District Facility Room Rental Application

1685 W. Higgins Road
Hoffman Estates, IL 60169
heparks.org (847)885-7500

Thank you for your interest in renting one of HE Parks' facility rooms. Please complete the application and submit to service desk.

Personal Information

HH # _____ Reservation # _____

Name of Organization or Individual _____

Contact Person (if different from above) _____

Address _____

City _____ Zip _____

Telephone (home) _____ Telephone (cell) _____

E-mail _____ Organization Website _____

Rental Information

Select Facility Name (circle one): Triphahn Willow Room Name or Number _____

Purpose of Activity _____

Date(s) - list each date individually:

Start Time _____ End Time _____ Expected Attendance _____

Will an admission / donation be collected? Yes No

of 6-ft tables: _____ # of adult chairs: _____ Room Set-Up Template: _____

Set-Up Information

If requesting special set-up, please sketch set-up here: (Place X for chairs & ----- for tables.)

Hoffman Estates Park District Facility Rental Terms & Conditions

NO TOBACCO OR ALCOHOL ALLOWED ON PARK PROPERTY

All persons using the facility shall be responsible for abiding by the rules.

Groups and organizations are required to complete the Facility Use Agreement and provide a certificate of insurance issued specifically for this rental in accordance with the Hoffman Estates Park District Certificate of Insurance Requirements.

I, the undersigned, hereby certify that I am / we are the sponsor(s) or appointed representative(s) of the organization requesting use of the facility room. I hereby expressly agree individually and on behalf of said organization(s) to indemnify and forever hold harmless the Hoffman Estates Park District as to any claim or claims which arise out of the use of the field/ park. In addition, I assume the following responsibilities:

- Only that part of the room(s) for which the request is made shall be used.
- If the activity involves children, ample adult supervision will be in attendance for the entire time of the activity: one (1) adult for every fifteen (15) children.
- Proper care will be given to the premises, with garbage and other left over materials deposited in the appropriate receptacles provided.
- I assume the financial responsibility individually and on behalf of said organization for any part of the facility damaged during the hours the organization is using the facility.

I realize the Hoffman Estates Park District, or a representative thereof, can revoke the privilege of using the facility should it deem necessary to do so for any reason. Cancellations must be received in the Park District office within 7 days of rental to receive deposit refund.

Fees: Rental Fee: _____ **+ Add'l Charges:** _____ **= TOTAL DUE** **Initial Amount Paid:** _____ **Balance Due:** _____

Payment Method: **Check #:** _____ **Last 4 Digits of Credit Card **::** _____ *(Card must be saved in payer's household account.)*

Signature _____ Date _____



Hoffman Estates Park District Facility Room Rental Guidelines

Payment

- 50% payment due at time of rental request.
 - Additional charges may be required for security/damage deposit for large groups.
- Balance of rental payment is due within 7 days of rental date.
 - Payments not made by due date will be automatically paid with saved card on file.
- Refunds or rescheduling of rental must be submitted within one week of rental date.

Room Set-Up

- Room will be set-up according to the designated template or room drawing.
- If no room set-up information is provided, the room set-up will be the responsibility of the renter. The park district cannot guarantee the availability of tables and chairs. Park district staff will provide a basic room set-up.
- Decorations can only be used in a manner that will not deface the facility. No tape or tacks allowed.

Room Clean-Up

- Renter shall leave the room in the condition received upon arrival.
- Wipe off all tables.
- All decorations must be removed.
- Place trash in designated trash containers.
- Parking lot must also be cleaned up for any debris from rental.

Renter Information

- First Aid Kits and emergency help are available at the facility service desk.
- Only the rooms on the rental permit may be used by renter.
- Renters must not disturb other activities in the building. Groups that are excessively loud or unruly may be prohibited from future facility use.
- Children are not permitted to roam the facility. **All children must remain with guardians in designated rooms.**
- The posting of advertisements of any product or service for sale is not permitted.
- The park district reserves the right to deny rental applications from any for-profit or direct competition user groups.
- Certificate of Insurance may be required listing the Hoffman Estates Park District as additionally insured.

After Hours Rentals

- A \$50 fee will be assessed for every 15 minutes the rental runs past the contracted end time. This fee will be deducted from the \$250 security/damage deposit.

I read and agree to all the above conditions for a Hoffman Estates Park District rental.

Renter Signature

Printed Name

Date