



## 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	100	\$45	\$50	\$55
	TC – Half-Gym South	100	\$45	\$50	\$55
	WRC – Half-Gym North	100	\$45	\$50	\$55
	WRC – Half-Gym South	100	\$45	\$50	\$55
	WRC – Mini Gym	175	\$70	\$80	\$90
Large Gym	TC – Full Gym (no food)	200	\$80	\$90	\$100
	WRC – Full Gym (no food)	200	\$80	\$90	\$100

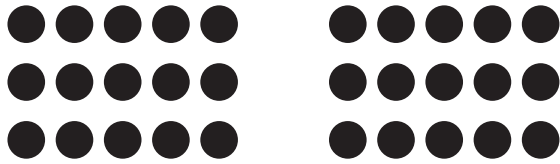
### Indoor Rental Add-Ons:

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.

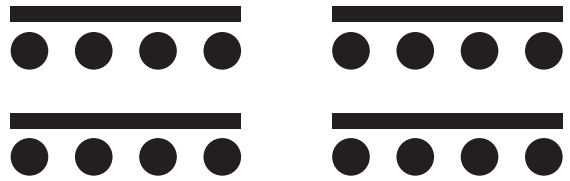
## Triphahn & Willow – Room Set-Up Options:

### A – THEATER STYLE



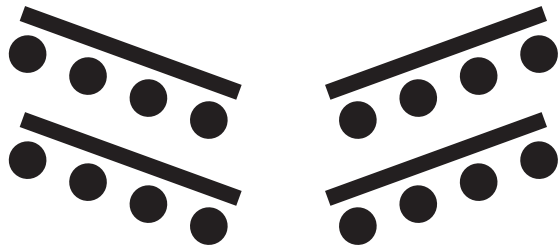
**A:** Rows of chairs (no tables) arranged with all participants facing towards the front of the room.

### B – CLASSROOM STYLE



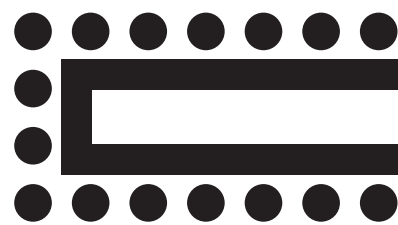
**B:** Rows of tables & chairs arranged with all participants facing towards the front of the room.

### C – CHEVRON



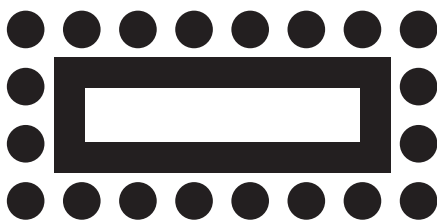
**C:** Rows of tables & chairs arranged in a V shape and separated by a center aisle.

### 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



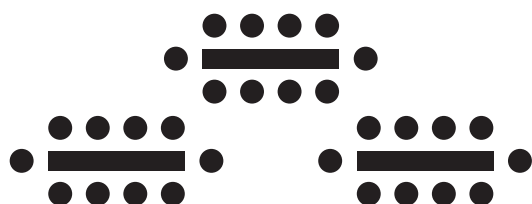
**E:** Tables are arranged in a square with chairs along the outside facing the empty center.

### F – CONFERENCE STYLE



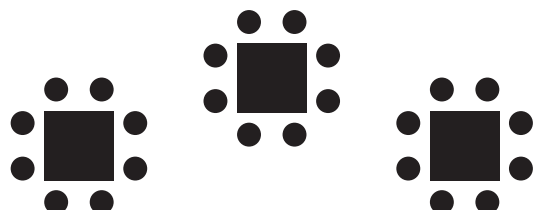
**F:** Tables arranged together to create a single large table.

### 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 \_\_\_\_\_