



Hoffman Estates Park District Facility Room Rental Guidelines

Payment

- Payment in full is due at time of rental request.
 - Additional charges may be required for security/damage deposit for large groups.
- Refunds or rescheduling of rental must be submitted within 7 days 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.
- Clear all tables, removing all trash from 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.

Staffing Fee

- For parties of 25 or more in the TC Gym or Activity Room, a \$20 per hour staffing fee will be applied. This staff member will be at the North Desk for the length of your rental to ensure a smooth event. They will be readily available to assist you should you need additional chairs, garbage cans, help with a spill, etc.

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

Renter Signature

Printed Name

Date