

Woodridge Park District Community Center Guidelines

1. Rental fees are in addition to security deposits and final payment must be paid in full 30 days in advance of rental date. Payment for catered food must also be made 30 days in advance of the rental date, if using the park district's in-house caterer.
2. Rental times must be confirmed 30 days in advance of rental date.
3. Room layout must be turned in 14 days in advance of rental date.
4. The facility must be left in the same condition it was found. Rentals are responsible for clean-up of decorations and garbage on tables and floors.
5. No confetti/glitter. No candles. No gum. No smoke machines or foggers. No bands.
6. Renter must EXIT building (including clean-up) at designated time or forfeiture of deposit will result.
7. **Alcohol is NOT allowed in the Community Center. Forfeiture of deposit and termination of event will result.**

Deposit Amounts:

Hickory/Oak Rooms Whole Room Deposit \$250.00

Half Room Deposit \$150.00

Room capacity will vary by type of event/activity. The whole room accommodates 180/200.

Willow, Sycamore

Aspen and Birch Rooms Deposit \$50.00

(Meetings only)

Room capacity: Willow – 50 Sycamore – 25 Aspen -25 Birch -25

Equipment Available:

14 round tables (72" diameter) – seat 10

9 round tables (60" diameter) – seat 8

18 banquet tables (30" x 8') – seat 10

200 plastic mesh folding chairs

3 coat racks – 40 coats each

SUGGESTED THINGS TO BRING:

-scissors	-scotch tape/masking tape	-ice chest or cooler for ice
-extension cords	-paper clips (for decorating)	-paper towels
-step stool/ladder	-serving utensils	-containers for leftovers.
-tablecloths	-utensils	-can opener
-garbage bags	-dish soap	-plates, napkins, cups
-spoons, forks, knives	-Ziploc bags	

DECORATIONS:

-NO tape on any wood surface

-NO sticky putty on brick walls

**SAFETY RULE: NO STANDING ON CHAIRS OR TABLES AT ANY TIME, REGARDLESS!!
ANY DAMAGE DUE TO MISUSE WILL RESULT IN A FORFEIT OF ONE'S DEPOSIT.
(AMOUNT TO BE DETERMINED BY DAMAGE)**

-Updated 10/13/2015