

WOODRIDGE PARK DISTRICT COMMUNITY CENTER RENTAL PROCEDURES

Note: In these procedures and rules, the term “lesser” shall refer to the Woodridge Park District and the term “lessee” shall refer to the person/persons for rental/usage.

1. Applications for rental of rooms must be made in person at the Woodridge Park District Community Center at 2600 Center Drive no less than 30 days in advance of requested dates.
2. Written application must be made on the room rental contract provided by the lesser and signed and dated by the adult assuming responsibility who is 21 years of age or older. Inaccurate information will cancel the permit with loss of rental fee(s) and/or deposit(s). Proof of residency is required by showing current utility bill.
3. Payment in full of the rental fee(s) is due no less than 30 days in advance of the reserved date. If using the WPD in-house caterer, payment in full of the catered food costs is also due 30 days in advance of the reserved date. A security deposit is due at the time of application. (See fee schedule for details.) This deposit may be in the form of a corporate check, cashiers check, credit card, money order or cash. No personal checks accepted. The deposit will be returned in full within two weeks of the rental date if the room is left in an orderly condition.
4. Cancellation of reservation more than (60) days before the rental date will result in full refund of the original deposit and room rental fees if applicable.
Cancellation of reservation more than (30) days but less than (60) days before the rental date will result in 50% forfeiture of the original deposit and full refund of rental fees if applicable.
Cancellation of reservation with (30) days or less notification will result in forfeiture of the entire security deposit and room rental fees if applicable.
5. Equipment requests must be made at the time of application. The following equipment is available upon request: portable beverage stand, podium and coat racks.
6. Community Center front desk is open to assist you: Monday –Friday, 8:30am-4:30pm. Rentals are subject to availability.
7. The allotted time for decorating is one hour prior to your rental (based on room availability).

RULES FOR GOVERNING THE USE OF WOODRIDGE PARK DISTRICT COMMUNITY CENTER

1. The lesser shall assume no responsibility for any accident or loss of property. The lessee shall hold the Woodridge Park District, Board or Staff members harmless for any costs of liability resulting from activities or programs of the lessee.
2. The building and all rooms shall be left in an orderly condition. If the room is not left in an orderly condition, a partial loss of deposit will be incurred. An additional \$100.00 Clean Up Fee can be assessed at the discretion of management in the event that extra clean up is required.
3. The lessee shall assume full responsibility for any damage to the building and its facilities as a result of careless or negligent behavior by the users under his/her care. Breakage or loss, if any, will be repaired or replaced promptly. If lesser repairs or replaces property, the lessee will be charged the cost of materials and labor. If damages exceed the amount of the initial deposit the lessee shall assume full responsibility for the additional amount and any attorney fees of the lesser which may occur from the lessee’s actions.

4. Space will be assigned on a first come, first serve basis. The lesser reserves the right to have priority usage. Permission to use the facility may be denied to any group that is disorderly or objectionable or that violates regulations.
5. Every lessee must agree to abide by all Woodridge Park District ordinances, rules, regulations and procedures pertaining to the use of the Community Center. The Park District prohibits any staff member to receive or accept any money from a rental as a gratuity. Please do not tip our employees, as their job may be in jeopardy from this act.
6. If you choose not to use Woodridge Park District's in-house catering service*, a \$50.00 Service Food Fee will be charged. Cakes will be allowed. Use of refrigerator/freezer in kitchen **strictly prohibited**.
7. Village Greens Catering Service* is available for rentals, call 630-985-3610 x107 or www.villagegreensgolf.com. All food, including leftover food, may not be taken off the premises. Should additional people show up at the rental beyond the final count totals given to the caterer, the lessee will be charged for the additional people. Additional food will not be included by the caterer. The additional charge must be paid by cash and given to the caterer the day of the event.
8. **Alcohol will not be allowed in the Community Center. There shall be no use of controlled substances in or on the grounds of the Community Center.**
9. Animals or pets may not enter the Community Center.
10. Confetti/Glitter is not permitted.
11. Bands, candles, smoke machines or foggers are not permitted.
12. Shoes, shirts and pants or other appropriate attire must be worn before entering the Community Center.
13. Soliciting shall not take place within the Community Center without the prior permission of the park district.
14. To sell, exchange goods, wares or merchandise of any kind within the Community Center, written consent must be obtained from the Woodridge Park District.
15. Depending on the type of rental, adequate adult supervision, as determined by the lesser, must be provided at all times. Lessees may be required to employ officers of the Woodridge Police Department or other suitable security agencies at lessee's cost.
16. Notwithstanding any other provision in these rules the District may require any user who expects attendees under the age of 21 to produce proof that professional security guards have been retained to be present at specific functions.
17. At any gathering where minors are present not in the company of a parent or guardian there must be one adult (21 years or older) present who shall be responsible for supervising up to six (6) of said minors. Each user must supply the names, addresses, phone numbers and ages of the supervising adults to the District one week prior to the date of the function or use of the Community Center shall be denied.

18. Occurrence of criminal activity at the Center or violation of one or more of the Rules herein set forth, shall be cause for the supervising adults or the user to cancel the function and to dismiss the attendees. If this action is not taken by the user and/or the supervising adults, the District may act to cancel the function and dismiss the attendees and the Board of Commissioners may deny future rights to use the Community Center to any attendee involved in the prohibited conduct, the supervising adults and the user after providing opportunity for such persons to appear before the Board to be heard.
19. The signer of the use agreement shall have the ultimate responsibility for the conduct of the attendees at each function and shall be charged for any damages to the Community Center as provided elsewhere in these rules and regulations.
20. Lessee must confine group to the room(s) rented. Lessee may not use other rooms in the building without prior permission or reservation. Smoking in building will result in forfeiture of deposit.
21. Tape and decorations may not be used on painted ceilings or walls. Tacks or anything that may damage woodwork are also prohibited. Ask the custodian or staff member on duty any questions or problems concerning heat, light, sound, etc. Do not adjust meters or thermostats and do not turn off/on lights without staff assistance.
22. The Woodridge Park District Board of Commissioners or its designates may establish, from time to time, rules and regulations for the reasonable use of any Park District property without prior public notice. Such rules and regulations shall be based on a due regard for the purpose for which the facility is established and the safety of those using the facility, supervisory personnel and the general public.