



FRED C. HOHNKE COMMUNITY CENTER RENTAL MANUAL 2024



WWW.WOODRIDGEPARKS.ORG

COMMUNITY CENTER ROOM RENTALS

The Woodridge Park District Fred. C. Hohnke Community Center has two rooms available to rent year-round. With its high ceilings and beautiful view of Lake Carleton, the Hickory/Oak room is an ideal room for birthday parties and bridal and baby showers. The Willow Room is set up perfectly for meetings. Charities and 501c3 non-profit groups are eligible for a 10% discount on the hourly fee.

« ONLINE RENTAL REQUESTS »

VISIT WWW.WOODRIDGEPARKS.ORG TO REQUEST A ROOM RENTAL.

**APPLICATIONS MUST BE MADE NO LESS THAN
30 DAYS IN ADVANCE OF REQUESTED DATES**



THINGS YOU SHOULD KNOW BEFORE YOU RENT

**SEE RENTAL INFORMATION ON PAGES 4-5
FOR DETAILED INFORMATION**

- » Reservations are on a first-come, first-served basis
- » Rental times include setup and cleanup
- » Alcohol is not permitted
- » Bands are not permitted.

ROOMS & AMENITIES

WILLOW ROOM - MEETINGS ONLY

SEATING CAPACITY: 50 PEOPLE

ROOM AVAILABLE:
MONDAY-FRIDAY AFTER 5 PM

HOURLY RENTAL FEE:
\$45 RESIDENT/\$68 NON-RESIDENT

SECURITY DEPOSIT: \$50

CATERING ADD-ON FEE: \$50

AUDIO/VISUAL ADD-ON FEE: \$50



HICKORY/OAK ROOM

SEATING CAPACITY: 120 PEOPLE

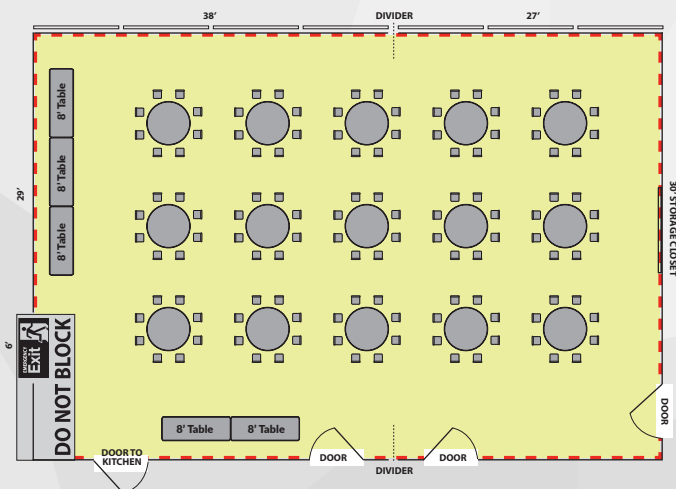
ROOM AVAILABLE:
MONDAY-SUNDAY | 9 AM-10 PM

HOURLY RENTAL FEE:
\$110 RESIDENT /\$165 NON-RESIDENT

SECURITY DEPOSIT: \$250

CATERING ADD-ON FEE: \$50

Example of Hickory/Oak room with maximum amount of tables/chairs. **Please specify number of tables needed in online request form.**



FRED C. HOHNKE COMMUNITY CENTER RENTAL INFORMATION

CANCELLATIONS

1. Program Room Rentals: Cancellation requests made in writing 31 days prior to a rental will result in a full refund of security deposit, and fees (if paid in advance), less a \$5 administrative fee. Cancellation requests made in writing between 8 and 30 days prior to a rental will result in a forfeiture of security deposit. Cancellation requests made in writing within 7 days of a rental or failure to show for permitted reservation will result in a forfeiture of the entire security deposit and all rental fees.

RULES & REGULATIONS

Note: In these procedures and rules, the term, District, shall refer to the Woodridge Park District and the term, Permittee, shall refer to the person/persons/company renting a room/space.

1. Permit applications for rental of rooms must be made online through the Woodridge Park District's website during scheduled registration periods as listed on page 3 of the manual. Submissions will be replied to within 1-2 business days. Rentals for the Fred C. Hohnke Community Center must be made at least 30 days in advance.
2. Required information must be made on the permit application provided by the District and signed and dated by the Permittee. Inaccurate information may cancel the permit with loss of rental fee(s) and/or deposit(s). Proof of residency may be required to obtain resident rates. The District rooms will not be denied to any person or organization because of race, color, religion, national origin, ancestry, age, sex, material status, sexual orientation, unfavorable discharge from military service, political affiliation or physical limitations or any other characteristic that is currently protected by applicable law. The District is not responsible for the content of meetings, programs or events held on the property. The use of the facilities does not constitute District endorsement of the philosophies, practices or viewpoints of presenters, participants or attendees.
3. Payment in full of the rental fee(s) and security deposit is due at the time of application. (See fee table for details.) The deposit will be returned within ten (10) business days if the room is left in satisfactory condition as solely determined by the District.
4. If the Park District closes a facility due to inclement weather or other unforeseen circumstances, all rental fees and deposits will be returned.
5. Audio/Visual Equipment requests must be made at the time of application and may require a fee. See fee table for a complete list of available items.

RULES FOR GOVERNING THE USE OF ROOMS AT THE FRED C. HOHNKE COMMUNITY CENTER

1. Permittee must be on site for the duration of the rental.
2. Any action that may make the District property unsafe for your guests is prohibited. The District shall assume no responsibility for any accident or loss of property. The District does not assume any liability for property stolen on the District property during the Permittee's use of the property and the Permittee hereby agrees to assume the full risk of any injuries, damages or loss regardless of severity that the Permittee may sustain as a result of this agreement. Permittee further agrees to waive and release the District from any and all losses, claims, suits or judgments or damages that Permittee might sustain as a result of any and all activities connected with or associated with this agreement.

The Permittee agrees to hold the District, Board or Staff members harmless for any costs of liability resulting from activities or programs of the Permittee. The building and all rooms shall be left in an orderly condition. Permittee is responsible for restoring the property to the condition it was in prior to its use. Please pick up all garbage, and clean tables and chairs. If the room is not left in an orderly condition, a loss of deposit may be incurred. An additional \$100.00 clean up fee can be assessed at the discretion of the District in the event that extra cleanup is required. Permittee is responsible for the cost of repairing damage to equipment, furniture, or the building caused by people in attendance at their event. Please do not affix anything to the walls, doors, shades, windows or other surfaces without prior consent of the District. Permittee is solely responsible for providing any and all supervision at all times during use of any facility and all common areas. Further, Permittee shall be responsible for ensuring that Permittee's guests and invitees comply with all applicable rules and regulations pertaining to use of the facilities the Permittee 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 the District repairs or replaces property, the Permittee will be charged the cost of materials and labor. If damages exceed the amount of the initial deposit the Permittee shall assume full responsibility for the additional amount and any attorney fees of the District which may occur from the Permittee's actions. PLEASE REPORT ANY DAMAGE to the building or equipment to a District representative immediately.

**RULES FOR GOVERNING THE USE OF ROOMS AT THE FRED C. HOHNKE COMMUNITY CENTER
(CONTINUED)**

3. Space will be assigned on a first come, first serve basis to groups regardless of the beliefs or affiliations of the group. The District 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. Authorization to use the District facilities is not transferable to any other individual, organization or group. The District reserves the right to change or cancel the Permit due to unusual circumstances and will endeavor to notify groups at least 48 hours before the scheduled meeting, unless the building is closed as a result of an emergency.
4. Every Permittee must agree to abide by all District ordinances, rules, regulations and procedures pertaining to the use of the Fred C. Hohnke Community Center. The District prohibits any staff member to receive or accept any money from a rental as a gratuity. Please do not tip District employees, as their job may be in jeopardy from this act.
5. Permittee is allowed to bring in cakes and/or cupcakes at no additional charge. However, a \$50.00 Service Food Fee will be charged if Permittee brings in any additional food whether homemade or from a catering service or restaurant.
6. Alcohol, smoking and gambling activities (including but not limited to bingo, raffles and games of chance for monetary prizes or other items of value) and illegal activities will not be allowed in the Fred C. Hohnke Community Center. There shall be no use of illegal or controlled substances in or on the grounds of the Fred C. Hohnke Community Center. Activities should not materially or substantially interfere with the proper functions of the District. Prohibited activities include causing excessive noise, creating safety hazards or security risks, and creating other disturbances that violate any District policy.
7. Unless authorized by the District, animals or pets may not enter the Fred C. Hohnke Community Center.
8. Confetti/Glitter is not permitted.
9. With the exception of birthday cake candles, candles, smoke machines or foggers are not permitted.
10. Bands are not permitted.
11. Appropriate attire must be worn before entering the Fred C. Hohnke Community Center.
12. Soliciting shall not take place within the Fred C. Hohnke Community Center without the prior permission of the District.
13. Written consent must be obtained from the District in order to sell, exchange goods, wares or merchandise of any kind within the Fred C. Hohnke Community Center.
14. Depending on the type of rental, adequate adult supervision, as determined by the Park District, must be provided at all times. Permittee may be required to employ officers of the Woodridge Police Department or other suitable security agencies at Permittee's cost.
15. Notwithstanding any other provision in these rules the District may require any Permittee who expects attendees under the age of 21 to produce proof that professional security guards have been retained to be present at specific functions.
16. 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 for every 6 minors who shall be responsible for supervision of the rental.
17. Occurrence of criminal activity at the Fred C. Hohnke Community Center, or violation of one or more of the Rules herein set forth, shall be cause for the District to cancel the function and to dismiss the attendees. If this action is not taken by the Permittee, the District may act to cancel the function and dismiss the attendees and the Board of Commissioners may deny future rights to use the Fred C. Hohnke Community Center to any attendee involved in the prohibited conduct, and the Permittee after providing opportunity for such persons to appear before the Board to be heard. The District reserves the right to terminate meetings, programs and events that disrupt or interfere with normal District operations or disrupt District users or staff.
18. The Permittee shall have the ultimate responsibility for the conduct of the attendees at each function and shall be charged for any damages to the Fred C. Hohnke Community Center as provided elsewhere in these rules and regulations.
19. Permittee must confine group to the room(s) rented. Permittee may not use other rooms in the building without prior permission or reservation. Smoking in building will result in forfeiture of deposit.
20. Decorations must be free-standing or table-top only. Ask District staff 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.
21. The Woodridge Park District Board of Commissioners or its designee may establish, from time to time, rules and regulations for the reasonable use of any 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.



Woodridge
PARK DISTRICT