

**Wauconda
Park District**

**Community
Recreation
Center**

Wauconda



Park District

Facility Rental Information

600 North Main Street ~ Wauconda, Illinois 60084
847-526-3610 ~ FAX 847-526-3791

Updated 12/7/16

Welcome!

Thank you for choosing our facility for your room rental! The Wauconda Park District facilities are available to the public to the greatest extent possible. Within limitation of scheduled park district programs and the building curfew, 12:00 a.m. (midnight). The Community Recreation Center is available for use by both groups and individuals.

The Community Recreation Center is a **Smoke Free** building. **Smoking is not allowed under any circumstances.**

Rental Form

In order to reserve a room and secure a date, the facility rental form must be completed and submitted. A \$200 Security Deposit is due at the time of booking. The Facility Manager must approve the date once all the above is completed. You will be contacted to confirm dates and be given total cost. Payment must be brought in as soon as possible. **Rental times include any decorating and clean-up time needed for your rental (from the time you “walk-in” until the time you “walk-out”).**

Room Sizes

Board Room – 28 ft. in length, 20 ft. in width	560 sq. ft.
Room A - 26 ft. in length, 26 ft. in width	676 sq. ft.

Room B -	26 ft. in length, 26 ft. in width	676 sq. ft.
Room C -	26 ft. in length, 26 ft. in width	676 sq. ft.
Room D -	30 ft. in length 16 ft. in width	480 sq. ft.

Gymnasium - 56 by 93 ft.

Rooms A, B, & C will accommodate up to 75 (Maximum) people combined.
Each room individually will accommodate 32 people.
Gymnasium capacity is 75 people and used for athletic rentals only.

TYPES OF GROUPS

- A) Not for Profit - Any group in existence for the purpose of providing a service to the community without the intention of gaining profit. This shall be determined by the Facility Manager.
- B) Resident - Any group or individual within the Village of Wauconda.
- C) Nonresident - Any group or individual outside the Wauconda Village Boundaries.

Security Deposit

The Wauconda Park District requires a \$200 Security deposit for all room rentals. The Security deposit should be submitted in the form of a check. This will not be cashed, but held by the Wauconda Park District until completion of the room rental. At this time, the check will be returned providing none of the items listed below have occurred:

1. Damage to the room(s).

Equipment Available

The use of round and banquet (rectangle) tables and chairs is available per the following set-up/take-down charge:

<u>Number of People</u>	<u>Cost</u>
50 people or less	\$25
Over 50 people	\$50

Chairs available	75
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| 2. Damage to the walls or furnishings. | | |
| 3. Curfew has been violated. | Round Tables available | 12 |
| 4. Smoking by anyone in the party in the building. | (5') | |
| 5. Alcohol in building without permission. | Banquet Tables available | 10 |
| 6. Clean-up has not been done. | (6' x 2 1/2') | |

Misc. Information

Curfew is 12:00 a.m. midnight. Clean-up should start well in advance to assure completion before, or by midnight. This policy will be strictly adhered to. If this curfew is violated, the renter will be charged an additional \$20 for every 15 minutes past curfew.

The facility must be left in order by the renter. This includes tables, stove, oven, refrigerator and all garbage. Additional time used by the renter for set-up/clean-up should be included in rental time. Renter should leave the room(s) as they found it. Rental Manager will remove trash placed in receptacles as needed, but all trash items should be off tables, chairs, floor, etc. and put in proper receptacle during rental.

The park district will charge additional fees for both damage and added cleaning required by our maintenance staff. Any damage done to the building/room will be billed to you.

The renter is responsible for the conduct of all involved people. Members of the group may not use other areas of the building. Food and beverages are to be limited to the rental rooms only and are not allowed in the hallways or other rooms.

Cancellation notice to the Wauconda Park District of more than 7 days will be required. If proper notice is not given, 20% of rental fee will be deducted. **NO REFUNDS IF CANCELLED LESS THAN 2 BUSINESS DAYS BEFORE THE RENTAL DATE.**

Youth groups must have one adult for every 10 children.

The Wauconda Park District is not responsible for damage to or loss of personal property or for any injuries that may occur to renters or their attendees and nothing shall be sold, given, exhibited, or displayed without permission.

Indoor decorations may be placed on tables, tied to window handles or taped (with masking tape ONLY) onto walls. **No decorations are to be taped to windows or mirrors.** Decorations outside the building or on grounds are strictly forbidden. Helium balloons must be weighted down and cannot touch the ceiling. A Rental Manager will open and close the building. This person will be present for the entire rental.

Alcohol

Please submit a written request for use of alcohol with your completed rental form. The Board of Commissioners must approve your request. Ample time must be given in order to approve this request. Four weeks from the date of the rental is the deadline for submitting your letter. If this request is approved, dram shop insurance is required and the Wauconda Park District will be named as the additional insured. You may purchase this through the park district for a cost of \$200.00. **This is for beer and wine only.**

RATES EFFECTIVE APRIL 1, 2016

ROOMS	RESIDENT*	NON-RESIDENT
Room A	\$25/hr.	\$40/hr.
with Kitchen add-on	\$15/hr.	\$25/hr.
Room B	\$25/hr.	\$40/hr.
Room C	\$25/hr.	\$40/hr.
Room D	\$25/hr.	\$40/hr.
Board Room	\$25/hr.	\$40/hr.
with Kitchen add-on	\$15/hr.	\$25/hr.

Gymnasium	\$35/hr.	\$60/hr.

***Residents must reside within the Village of Wauconda**

Room A, B, and C will accommodate up to 32 persons each or up to 75 (maximum) persons combined.

Not for Profit Groups and Affiliate Groups will not be charged provided the rental times are during building hours and there are no park district programs taking place during the times requested.

Homeowners Associations will be charged \$15.00 per rental date.

Gymnasium is only used for athletic rentals.