



**DUNDEE TOWNSHIP PARK DISTRICT  
 RAKOW CENTER RESERVATION FORM  
 847-428-7131 x1101**

Application Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Activity \_\_\_\_/\_\_\_\_/\_\_\_\_

Time: Start \_\_\_\_:\_\_\_\_ End \_\_\_\_:\_\_\_\_

*(Please make sure to include your set-up and clean-up time allotment above.)*

Name of Applicant \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

E-mail address \_\_\_\_\_

Primary Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Room Requested \_\_\_\_\_ Will food or beverages be served?  Yes  No

Nature of Activity \_\_\_\_\_

Number of Tables \_\_\_\_\_ Number of Chairs \_\_\_\_\_ # of People Attending \_\_\_\_\_

- Rental confirmation upon receipt of full payment.
- One time gym rentals may not require a deposit
- Payment includes room security deposit. Deposit to be refunded at next DTPD Board Meeting following rental provided there is no damage to DTPD property.

I / we, the undersigned, are aware and will abide by the guidelines listed on the front and back of this form.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**OFFICE USE ONLY:**

	Number of Rental Hours	Hourly Rental Rate	Total Fee
Half Room/Full Room	_____	_____	_____
Gym <input type="checkbox"/> Whole <input type="checkbox"/> East <input type="checkbox"/> West <i>*Soccer goals &amp; Volleyball Equipment available upon request</i>	_____	_____	_____
Indoor Pool	_____	_____	_____

Deposit (if required) \_\_\_\_\_ Rental Fee \_\_\_\_\_ Total Fee Paid \_\_\_\_\_ Date \_\_\_\_\_

Staff Initials \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Charge \_\_\_\_\_

Facility/Office Manager Approval \_\_\_\_\_ Date \_\_\_\_\_

Date Deposit Return Approved \_\_\_\_\_ Amount \_\_\_\_\_ Initials \_\_\_\_\_



## Facility Rentals COVID-19 Phase 4 Guidelines

The Dundee Township Park District is accepting private rental requests for our indoor facilities within the Illinois Department of Commerce & Economic Opportunity (DCEO) guidelines. Capacity restrictions limit group sizes to 50 people or 50% of room capacity, whichever is less. Please review the current guidelines below regarding our current facilities available for private events. Rental approvals are at the discretion of management.

### **RAKOW CENTER**

#### **EAST/WEST ROOM OR SLEEPY HOLLOW/CARPENTERSVILLE ROOM**

- Capacity: 40 people
- Tables will be limited to a maximum of 6 guests. All tables will be distanced at a minimum of 6 ft. apart.
- Face coverings must be worn at all times except while eating or drinking.
- Food/Drink: Outside food and drink must be prepackaged. (For example, individually packaged snacks, individual cupcakes, bottled water, soda cans, etc.)
- Fees:
  - Multi-Purpose Rooms
  - Full Room: \$65/hour Resident | \$75/hour Nonresident
  - Half Room: \$45/hour Resident | \$55 hour Nonresident
- Available Monday-Sunday when not in use.

#### **GYMNASIUM**

- Capacity: 20 people
- Guests need to follow the current sport's guidelines. View the [All Sports Policy](#).
- Face coverings must be worn at all times.
- Fees:
  - Full Gym: \$85/hour Resident | \$110/hour Nonresident
  - Half Gym: \$50/hour Resident | \$65/hour Nonresident

#### **QUESTIONS**

Contact Ken Saveley, Rakow Center Facility Manager, at (847) 428-7131 x1201 or [ksaveley@dtpd.org](mailto:ksaveley@dtpd.org)

### **ADULT ACTIVITIES CENTER**

#### **GREAT ROOM**

- Capacity: 50 people
- Tables will be limited to a maximum of 6 guests. All tables will be distanced at a minimum of 6 ft. apart.
- There will be no kitchen access at this time.

- Face coverings must be worn at all times except while eating or drinking.
- Food/Drink: Outside food and drink must be prepackaged. (For example, individually packaged snacks, individual cupcakes, bottled water, soda cans, etc.)
- Fees:
  - Room: \$125/hour
- Available Monday-Friday after 4:00 pm and Saturday & Sunday when not in use.

#### QUESTIONS

Contact Mary Stallings, Adult Activities Manager, at (847) 428-7131 x1802 or [mstallings@dtpd.org](mailto:mstallings@dtpd.org)

### RANDALL OAKS RECREATION CENTER

#### MULTI-PURPOSE ROOM

- Capacity: 30 people
- Tables will be limited to a maximum of 6 guests. All tables will be distanced at a minimum of 6 ft. apart.
- Face coverings must be worn at all times except while eating or drinking.
- Food/Drink: Outside food and drink must be prepackaged. (For example, individually packaged snacks, individual cupcakes, bottled water, soda cans, etc.)
- Fees:
  - Room: \$45/hour Resident | \$55/hour Nonresident
- Available Monday-Sunday when not in use.

#### GYMNASIUM

- Capacity: 20 people
- Face coverings must be worn at all times.
- Guests need to follow the current sport's guidelines. View the [All Sports Policy](#).
- Fees:
  - Full Gym: \$85/hour Resident | \$110/hour Nonresident
  - Half Gym: \$50/hour Resident | \$65/hour Nonresident
- Gym rental requests must be made 48 hours in advance.

#### CONFERENCE ROOM

- Capacity: 4 people
- Face coverings must be worn at all times.
- Fee: Room: \$30/hour

#### QUESTIONS

Contact Hank Faulkner, Randall Oaks Recreation Center Facility Manager, at (847) 428-7131 x2200 or [hfaulkner@dtpd.org](mailto:hfaulkner@dtpd.org)

### BIRTHDAY PARTIES

#### BIRTHDAY PARTIES AT THE RANDALL OAKS ZOO

- Capacity: 15 people
- Tables will be limited to a maximum of 6 guests. All tables will be distanced at a minimum of 6 ft. apart.
- Face coverings must be worn at all times except while eating or drinking.

- Food/Drink: Outside food and drink must be prepackaged. (For example, individually packaged snacks, individual cupcakes, bottled water, soda cans, etc.)
- Fee: \$75/hour
- Available: Saturday and Sunday

#### QUESTIONS

Contact Kath Ellinghausen, Randall Oaks Zoo & Park – Manager of Interpretation and Recreation Services at (847) 551-4310 x5006, or [kellinghausen@dtpd.org](mailto:kellinghausen@dtpd.org)

#### BIRTHDAY PARTIES AT THE RECREATION CENTERS

Birthday Parties are available weekdays, weeknights, and weekends, depending upon availability. At this time, we are unable to host Nerf-themed birthday parties.

- Face coverings must be worn at all times except while eating or drinking.
- Food/Drink: Outside food and drink must be prepackaged. (For example, individually packaged snacks, individual cupcakes, bottled water, soda cans, etc.)

#### QUESTIONS

Contact Stacey Teeple, Recreation Supervisor, at (847) 428-7131 x1203 or [steeple@dtpd.org](mailto:steeple@dtpd.org)

#### RENTAL DISCLAIMER

During Phase 4, the maximum capacity for any rental, indoors, is subject to change based on current DCEO guidelines. Future events will be subject to mitigation measures and state restrictions at the time of the event. Rentals may be canceled based on current updated guidelines at any time by the Dundee Township Park District. A full refund will be given if the park district needs to cancel a rental based on guidelines.

In addition, the renter must follow the current guidelines that are appropriate for the rental activity. Anyone that does not follow the terms may be asked to leave the facility. Rental approvals are at the discretion of management.

#### BOOKING YOUR RENTAL

Please complete a rental reservation form to request your rental. Forms can be returned in-person at either the Rakow or Randall Oaks Recreation Center or email to [guestservices@dtpd.org](mailto:guestservices@dtpd.org).

Forms for download:

- [Rakow Center Reservation Form](#)
- [Adult Activities Center Reservation Form](#)
- [Randall Oaks Recreation Center Reservation Form](#)
- [Birthday Party Reservation Form - Recreation Centers](#)
- [Birthday Party Reservation Form – Randall Oaks Zoo](#)

## **RAKOW CENTER - GUIDELINES FOR FACILITY RENTAL AND USAGE**

1. Facility rentals must be made at least two (2) weeks in advance. Exceptions by approval of Facility Manager ONLY. Rentals are final when approved by the Facility Manager.
2. Individuals signing the reservation form must be 21 years of age, be present during the rental period and assume responsibility for all actions of the group and usage of the facility, including the chaperoning of minors.
3. User shall not enter, occupy or use the facility (ies) until the time (s) and date (s) specified above. User will be charged a pro-rated amount for pre or over time usage. Failure to clean up or any damage to the facilities will result in forfeiture of security deposit.
4. No alcoholic beverages or tobacco products shall be brought in or consumed upon the premises or be in possession of any member of said rental. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees.
5. Reservation cancellations must be made one (1) week in advance for a full refund. Refund requests made after that time will result in forfeiture of security deposit.
6. Use of independent contractors (i.e., magician or entertainment) is the responsibility of the renter and may require Certificate of Insurance.
7. Use of the gym does not include the open track area. At no time should children be in the gym without adult supervision.
8. If a rental requires additional staffing, there will be a charge applied to regular rental fees.
9. No equipment will be provided during rentals (i.e., sound systems, projectors, gym equipment).
10. Rentals that are in direct competition with Dundee Township Park District programming will NOT be permitted.
11. Organizations requesting rental space must be Not-For-Profit.
12. Dundee Township Park District staff and/or special rental accommodations must be approved by the Facility Manager.
13. Dundee Township Park District does not assume any liability for property damaged, lost or stolen on Dundee Township Park District premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of this Agreement. User further agrees to waive and release the Dundee Township Park District from any and all losses, claims, suits or judgments or damages that User might sustain as a result of any and all activities connected with or associated with this Agreement.
14. This Agreement represents the entire understanding between the parties. This Agreement may be modified or altered only by further agreement in writing between the parties.

## **DIAGRAM FOR SET UP OF ROOM RENTAL**