



# Facility Reservation Form

(847) 428-7131 • rakowfrontdesk@dtpd.org • rorcfrontdesk@dtpd.org • aacfrontdesk@dtpd.org

Application Date: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

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

*Please ensure that the time allotted for setup and cleanup is included 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: \_\_\_\_\_

Will sound equipment be used?  Yes  No

Number of Tables: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

# of People Attending: \_\_\_\_\_

- Payment includes room security deposit.  
*Deposit to be refunded following rental provided there is no damage to DTPD property.*
- Payment is due in full at time of booking.

- Rental confirmation upon receipt of full payment.
- One time gym rentals may not require a deposit.

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: \_\_\_\_\_

FOR OFFICE USE ONLY	Number of Rental Hours	Hourly Rental Rate	Total Fee
<b>RAKOW CENTER</b>			
<input type="checkbox"/> Algonquin Room	_____	_____	_____
<input type="checkbox"/> Indoor Pool	_____	_____	_____
<input type="checkbox"/> Sleepy Hollow <input type="checkbox"/> Carpentersville <input type="checkbox"/> Or Both Rooms	_____	_____	_____
Gym <input type="checkbox"/> Whole <input type="checkbox"/> East <input type="checkbox"/> West <input type="checkbox"/> Pickelball _____ # of courts	_____	_____	_____
<b>ADULT ACTIVITIES CENTER</b>			
<input type="checkbox"/> Great Room & Kitchen	_____	_____	_____
<b>RANDALL OAKS RECREATION CENTER</b>			
<input type="checkbox"/> Multi-Purpose Room	_____	_____	_____
<input type="checkbox"/> Conference Room	_____	_____	_____
Gym <input type="checkbox"/> Whole <input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> Pickelball _____ # of courts	_____	_____	_____

Deposit Paid (if required): \_\_\_\_\_

Rental Fee: \_\_\_\_\_

**Total Fee Paid:** \_\_\_\_\_

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

Check #: \_\_\_\_\_

Cash or Charge: \_\_\_\_\_

Reservation #: \_\_\_\_\_

Vendor COI Received: \_\_\_\_\_

Confirmation Email Sent: \_\_\_\_\_

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

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

# GUIDELINES FOR FACILITY RENTAL AND USAGE

1. Facility rentals must be made at least two weeks in advance. Exceptions by approval of Facility/Office Manager ONLY. Rentals are final when approved by the Facility Manager.
2. Rentals that will be charging a fee for their event are subject to a change of rental fee.
3. Individuals signing the reservation form (or another designated adult) 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.
4. 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 facility will result in forfeiture of the security deposit.
5. 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.
6. Reservation cancellations must be made one week in advance for a full refund. Refund requests made after that time may result in forfeiture of security deposit or a prorated refund.
7. Use of independent contractors (i.e., magician or entertainment) is the responsibility of the renter and may require a Certificate of Insurance naming the Dundee Township Park District as additionally insured. COI requirements provided separately.
8. The use of the gym does not include the open track area. At no time should children be in the gym without adult supervision.
9. If a rental requires additional staffing, there will be an additional fee applied to regular rental fees.
10. No equipment will be provided during rentals (i.e., sound systems, projectors, gym equipment).
11. Rentals that are in direct competition with Dundee Township Park District programming will NOT be permitted.
12. 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.
15. District does not assume any liability for property damaged, lost or stolen on the District/SRA premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of the this Agreement. User further agrees to waive and release the District/SRA from any and all losses, claims, suits, or judgements or damages that User might sustain as a result of any and all activities connected with or associated with this Agreement.
16. No District equipment or property shall be removed from the premises without written permission of the District.
17. User shall be responsible for inspecting the facility subject to this Agreement prior to each use and shall be responsible for bringing to the District attention any potential dangers, safety hazards or problems. User is solely responsible for determining whether said facility(s) is safe, appropriate, and/or compatible for User's intended use.
18. User is solely responsible for providing any and all supervision at all times during User's use of any facility, including but not limited to the rented facility, and all common areas. Further, User shall be responsible for ensuring that User's guests and invitees comply with all applicable rules and regulations pertaining to use of District facilities.
19. User shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement.
20. It is fully understood and agreed by the parties that User shall fully defend, indemnify and hold harmless the District, including its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.
21. User shall comply with any and all applicable rules, regulations, ordinances and permit procedures.
22. This rental agreement may be revoked at any time at the discretion of the District due to misrepresentation of User, the misconduct of individuals in the group or for misuse of property. Future rentals may not be issued to User.
23. 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.

## Reservations & Payment

### In-Person

**Payment Method:** Cash, Check, or Credit Card  
Fill out the Reservation Form and return it to

#### Adult Activities Center

665 Barrington Ave.  
Carpentersville, IL 60110  
aacfrontdesk@dtpd.org

#### Rakow Center

665 Barrington Ave.  
Carpentersville, IL 60110  
rakowfrontdesk@dtpd.org

#### Randall Oaks Recreation Center

500 N. Randall Rd., West Dundee, IL 60118  
rorcfrontdesk@dtpd.org

Reservation forms are processed during  
guest service hours: *Holiday Hours may vary*

#### Adult Activities Center

Monday-Friday 8:00 am-3:30 pm

#### Rakow and Randall Oaks Recreation Centers

Monday-Thursday 9:00 am-8:00 pm;  
Friday: 9:00 am-5:00 pm; Saturday: 9:00 am-5:00 pm

### Questions?

#### Contact us at:

Phone: (847) 428-7131  
www.dtpd.org

### Mail-In

**Payment Method:** Check Only made payable to:  
Dundee Township Park District  
(cash and credit cards are not accepted through the mail).  
Print and complete the Registration Form.

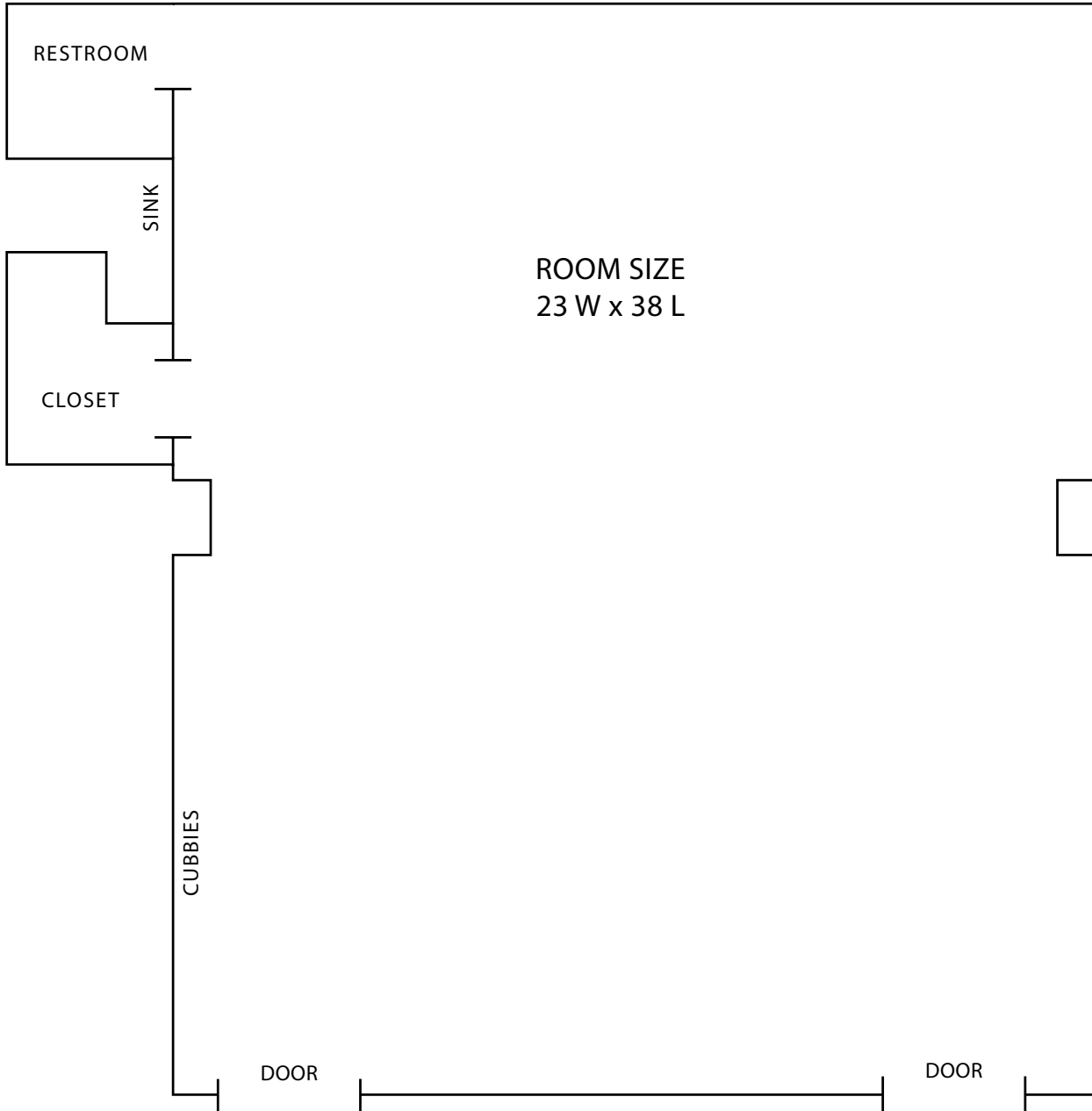
#### Mail the completed form along with your check to:

Dundee Township Park District  
Rakow Center 665 Barrington Ave.  
Carpentersville, IL 60110 or  
Randall Oaks Recreation Center 500 N. Randall Rd.  
West Dundee, IL 60118



# DIAGRAM FOR SET UP OF MULTI-PURPOSE ROOM RENTAL AT THE RANDALL OAKS RECREATION CENTER

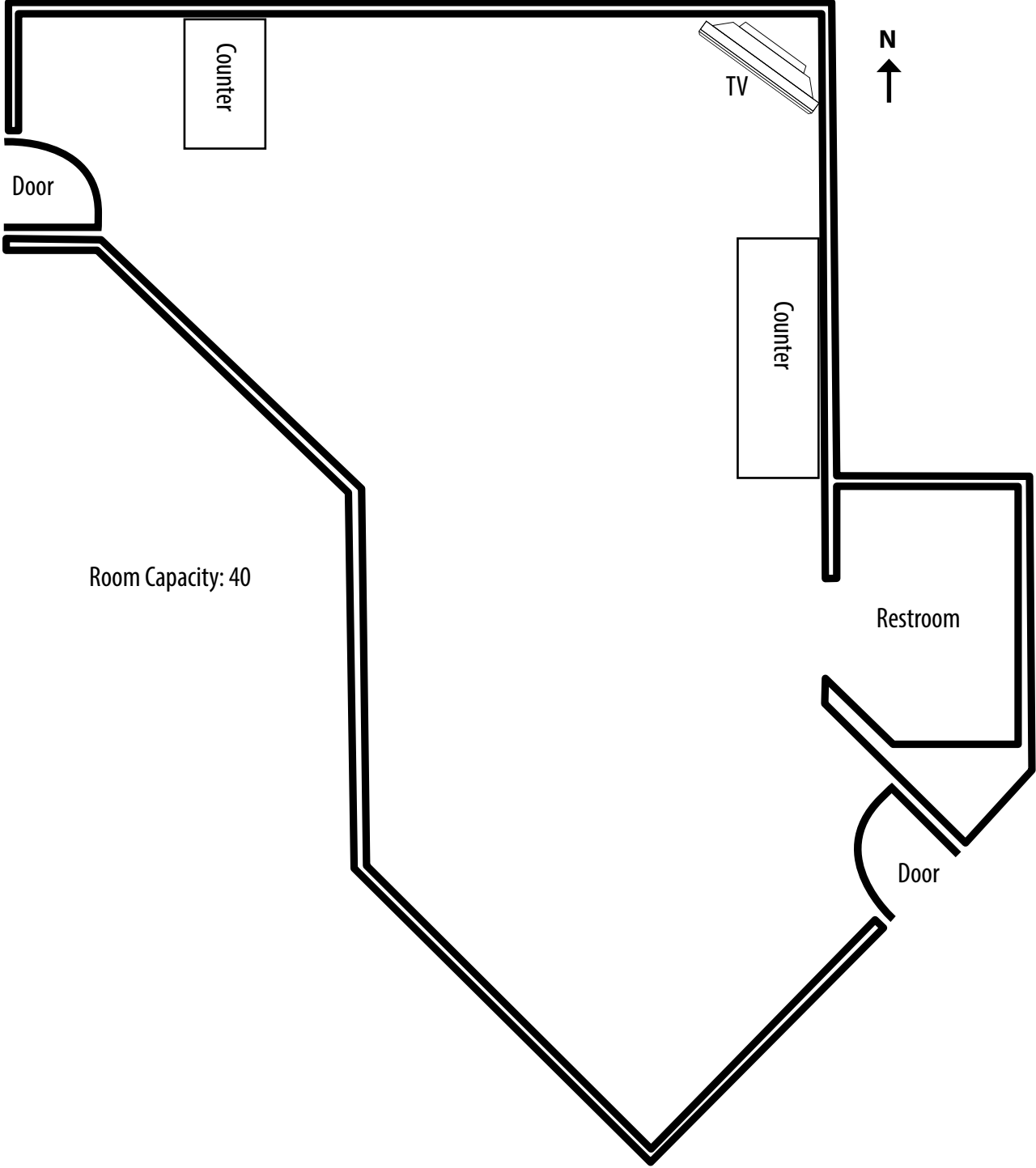
Please complete the room setup diagram one week before the rental date.





# DIAGRAM FOR SET UP OF ALGONQUIN ROOM RENTAL AT THE RAKOW CENTER

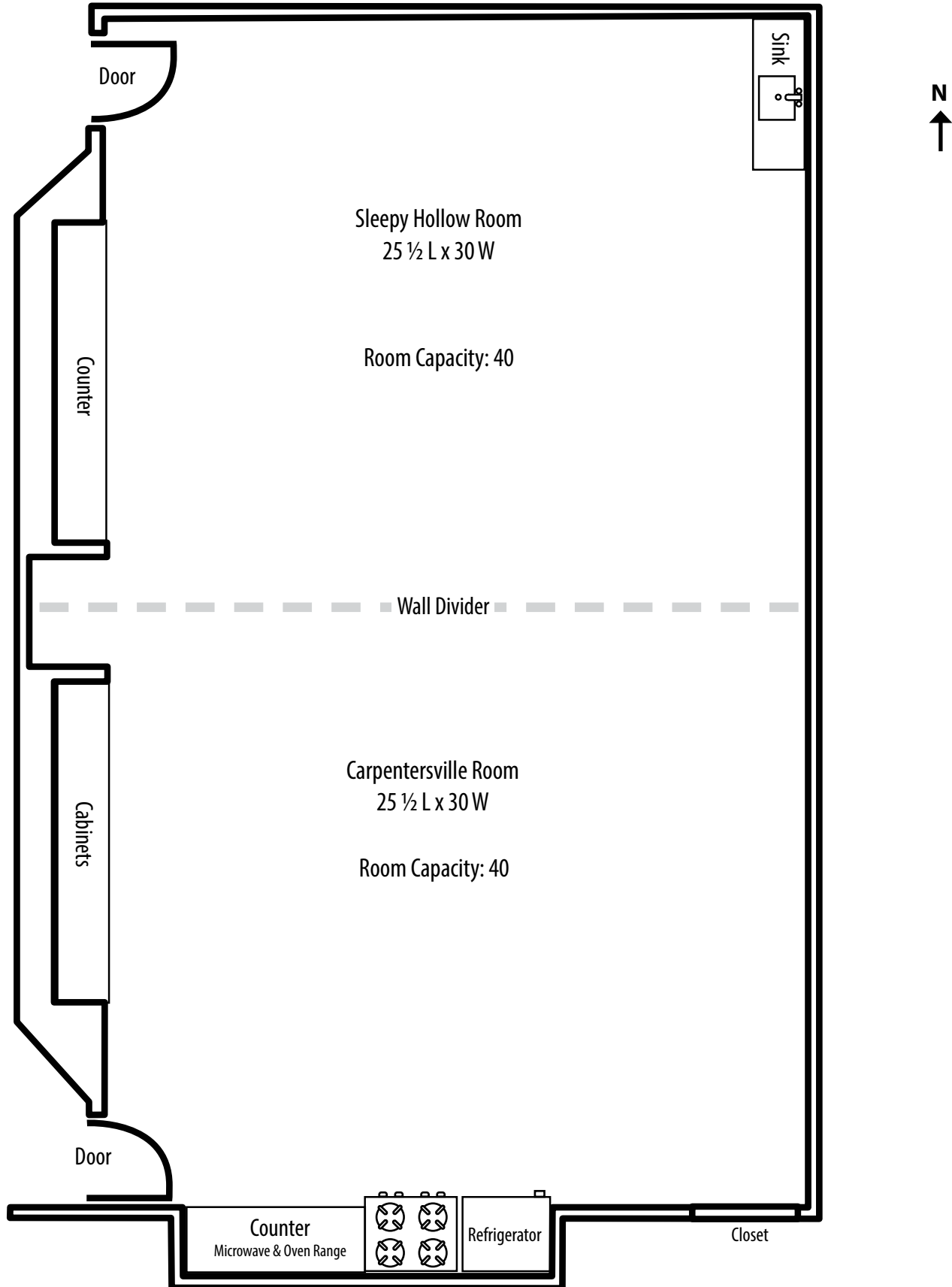
Please complete the room setup diagram one week before the rental date.





# DIAGRAM FOR SET UP OF CARPENTERSVILLE & SLEEPY HOLLOW ROOM RENTAL AT THE RAKOW CENTER

Please complete the room setup diagram one week before the rental date.





# DIAGRAM FOR SET UP OF GREAT ROOM RENTAL AT THE ADULT ACTIVITIES CENTER

Please complete the room setup diagram one week before the rental date.

