

Orland Hills Community Center

Gymnasium Rental

16553 S. Haven Avenue – Orland Hills, IL. 60487

(Please bring completed form to the Community Center with deposit to reserve date)

Date of Event _____ Activity _____

Event must end 1 hour prior to closing time of Community Center to allow for clean up.

One hour allowed for set up prior to event.

Security Deposit * (due at time of booking of party) _____

\$100.00 for 1 to 100 patrons

\$200.00 for over 100 patrons

*Security deposit will be refunded only if gym is clean and nothing is damaged. Security deposit will be prorated if clean up is required by Recreation Staff. A \$25.00 per hour cleanup fee will be charged. This amount will be deducted from the security deposit.

Rental Fees

Resident

1/2 Gym for 1/2 hour \$20.00

1/2 Gym for 1 hour \$40.00

Full Gym for 1/2 hour \$40.00

Full Gym for 1 hour \$60.00

Nonresident

\$50.00

\$95.00

\$95.00

\$120.00

Room/Scoreboard Setup

1/2 Gym \$35.00

Full Gym \$70.00

\$50.00

\$100.00

Site Supervisor Per Hour

(12 people or more)

1/2 or Full Gym \$20.00

\$20.00

Name: _____ Resident/Nonresident

Address: _____ City: _____ Zip _____

Home Phone: _____ Business Phone: _____

Beginning Time: _____ Ending Time: _____ Setup Time: _____

Signature of Applicant _____ Date _____ Approved by _____

FULL PAYMENT IS DUE TWO WEEKS PRIOR TO THE EVENT**



OFFICE USE ONLY

Rental Fee \$ _____ Date _____ Received by _____

Setup Fee \$ _____ Date _____ Received by _____

Security Fee \$ _____ Date _____ Received by _____

Total Due \$ _____ Date _____ Received by _____

Security Deposit Returned _____ Received by _____

Regulations for Facility use signed _____ Date _____

If not, Why? _____

Additional Information: _____

REGULATIONS FOR FACILITY USE

1. No alcoholic beverages allowed.
2. No smoking is allowed.
3. Your application and permit is good only for the area of the building for which applied. All other parts of building are off limits, except for washrooms.
4. No refreshments are to taken out of building and served or eaten on the outside of the building. I.e. parking lot, front walk.
5. Please clean up all heavy debris. Receptacles and bags are available.
6. Person(s) renting facility is responsible for damage.
7. All fees must be paid in full 2 weeks prior to event or your event will be cancelled.
8. No improper speech or conduct, damage to the facility, nor shall any person engage in any indecent act or other personal behavior not accepted in public places.
9. Your room will not be available earlier then one hour before requested time.
10. No decorations are to be affixed to the drywall or ceiling with tape or tacks. Decorations may be affixed using tack board strips provided along the walls.
11. Applicant agrees to inform the Recreation Department as to any spills on the carpeting so that they may be cleaned properly.
12. No admission fees or charges of monetary value are allowed for any event held at the Community Center without written permission of the Village Board.
13. No one under 21 may rent the Community Center. The Village of Orland Hills reserves the right to apply further rules or refuse permission of any rental under the judgement of the Village Board to anyone or party in the foremost interest of the Village.
14. Applicant shall hold harmless and fully release and discharge the Village or Orland Hills and its officers, agents, servants, and employees from and all claims from injuries, including death damage or loss which anyone in my party may accrue.
15. No pets allowed on the premises as per the ordinance of the Village of Orland Hills.
16. Tables and chairs can not be used in the Gymnasium unless approved by the Village of Orland Hills Board of Trustees.
17. Event must end one hour prior to closing time of Community Center to allow for clean up. One hour allowed for set up prior to event.

I have read the above rules and understand them.

Signature

DATE