



# Facility Rental Policy

**Use of Premises:** The signed contract holder agrees that in consideration of the Rolling Meadows Park District permitting use of its facility, to be present the entire rental, to pay the fees, and perform all other obligations below. The contract holder, and all persons using the facility will comply with: All statutes and other laws, regulations, rules, and ordinances, including but not limited to safety and fire codes and regulations; and other regulations governing the use of the facility in which the room is located; and all terms of any licenses, permits or Certificates of Insurance, required in the use of the premises. All Park District facilities are Non-Smoking.

**Contract Requirements:** Reservations may be taken as early as 18 months in advance of the desired rental date and at least 10 business days prior to event. All contracts must be signed by an adult 21 years of age or older. One representative from the renting group/organization (Contract Holder) is solely responsible for making all arrangements with Park District staff. To officially reserve a facility from the Rolling Meadows Park District you must return a copy of the contract signed by the named contract holder, a copy of the contract holders photo ID (or other proof of residency) and the reservation fee. A guaranteed rental reservation will not be made without the above mentioned items.

**Rental Time:** Rentals may take place in one of our available facilities anytime between 9AM and 12AM on Fridays and Saturdays and 9AM to 10PM Sunday through Thursday. Weekend rentals, Friday through Sunday, require a minimum of 3 hours rental time. Setup and general clean-up time must be included in the requested rental period. The rental time shown on the contract lists the time the facility will open and close for your event.

**Payment:** The Rolling Meadows Park District accepts Cash, Cashier's Check, Personal/Business Check, Money Order and all major forms of Credit/Debit Cards. 50% of your total rental fee is due to reserve the space (Reservation Fee). Up until 10 business days before your event we can make amendments to the contract and adjust your final payment. The final payment is due no less than 10 business days before your event.

**Cancellation Policy:** Once the contract has been completed and processed if you choose to cancel your event, you may do so. A \$50 cancellation fee will be charged if the contract holder cancel more than thirty (30) days before their event. Cancellations made thirty (30) or less days before your event will result in a forfeit of your 50% reservation fee.

**Security Deposit:** A refundable Security Deposit is required for all facility rentals and park permits at the Rolling Meadows Park District. Security Deposits range from \$100-\$500 depending on your event size, location, and presence of alcohol. 5% of the total Security Deposit will be charged in addition for processing the deposit in our system. The Security Deposit for all Activity Room and Conference Room rentals is \$100. Banquet Hall rentals that are not serving alcohol have a Security Deposit of \$250 and Banquet Hall rentals that are serving alcohol have a Security Deposit of \$500. All Park Permits have a Security Deposit of \$500. The Security Deposit is due no less than 10 business days before your event. The Rolling Meadows Park District reserves the right to ask for this amount to be furnished in cash. Within three (3) business day following the rental, an evaluation of the security deposit, as it pertains to the rental, will be made by the Park District and the security deposit or a portion thereof may be returned to the renter. In most cases the security deposit is returned in full. After the evaluation period has ended,

the applicable amount will be returned to your charged credit/debit card or a check will be mailed within two (2) weeks. Fees may be adjusted in circumstances where the cost to the park district is more than anticipated.

**Decorations:** Only table decorations are allowed. Other decorations must be approved prior to your event. Only enclosed flame candles are allowed and must be approved prior to your event. No confetti/glitter of any kind is allowed. Pinatas are not allowed inside the facility. Items may not be stored at the facility prior to or after your event without written approval from the Rentals Supervisor.

**Cleanup:** The contract holder is responsible for the general cleanup of the facility being rented. General clean-up refers to removing all loose trash from the tables, kitchen, and other used areas, placing it into the refuse containers provided in the rooms. Also, all decorations must be removed at the conclusion of the event. Extra garbage bags will be provided upon request. Please do not throw any items (e.g. rice, birdseed, confetti) inside or outside. These are very difficult and costly to clean up.

**Food/Catering:** The contract holder may bring their own food or have the event catered by a third party catering service. There is a \$25 fee for use of the Kitchen in our Banquet Halls. If the catering service is providing staff/servers that are not employed by the Rolling Meadows Park District they must provide us with a Certificate of Liability Insurance naming the Rolling Meadows Park District as additional insured.

**Event Staff:** A building supervisor employed by the Rolling Meadows Park District, will be present during the entire rental. They will provide assistance in a manner appropriate to their responsibilities and are there to ensure that the facility is left in satisfactory condition. The building supervisor(s) reserves the right to act in the best interest of the Rolling Meadows Park District with regard to items not specifically addressed in this Facility Rental Policy.

**Live Music:** DJ's and bands require prior approval by the Park District. No fog/smoke machines may be used in our rental facilities. Rolling Meadows Park District sound ordinance must be strictly adhered to. If music get to loud the Contract Holder will be warned once. If a second warning must be issued the contract holder forfeits their security deposit and all music must end for the remainder of the event.

**Wedding Package Options:** Events at our Park Central Banquet Hall and Plum Grove Park Banquet Hall that wish to have a ceremony on site in addition to the reception may request use of our Courtyard at Park Central and Pavilion at Plum Grove Park for \$75. This fee covers setup and take down of the ceremony chairs. We also offer a rehearsal dinner option the night before your event (when available) for \$150. Please contact the Rentals Supervisor for more details.

**Alcohol at your Event:** If you wish to have alcohol during your rental event you will have to provide the Rolling Meadows Park District with a Certificate of Insurance and/or a Special Event Endorsement showing a minimum coverage of \$1,000,000.00 and listing the "Rolling Meadows Park District - 3000 Central Road - Rolling Meadows, IL 60008" as Additional Insurance. You may acquire this insurance through our partner website: <https://www.theeventhelper.com/partner/pdrma> or through your own agency. If you are purchasing a bar package through a catering service they often have this insurance already and can add us onto their insurance policy at no additional cost to you. Alcohol requests for your event must be submitted for approval by Rolling Meadows Park District Board of Commissioners no less than 10 business days before your event. When serving beer, all beer must be in cans or plastic bottles. No glass beer bottles are allowed on Rolling Meadows Park District grounds. Wine and mixed drinks must be served from behind the bar or kitchen counter.

**Not-for-Profit:** Not-for-Profit organizations may receive \$15 off the hourly rate with proof of not-for-profit status. With your rental contract please submit an official form showing your not-for-profit status such as the Illinois Department of Revenue Sales Tax Exemption Letter. Resident or Non-resident status is based on the listed address of the organization.

**Fundraisers:** The Rolling Meadows Park District allows fundraisers to be held at our rental facilities with proof of non-for-profit status such as A Illinois Department of Revenue Sales Tax Exemption Letter or documentation showing your 501c or 501c3 status. The following steps will also need to be completed to serve alcohol at your event:

1. Once we receive the proof of not-for-profit status we will submit a request to the City of Rolling Meadows for a Temporary Liquor License on behalf of your organization. We will be adding you're organization to the Park Districts current City Licenses. There will be no additional cost for the City License. Once submitted, it could take up to two weeks to receive the approved license from the City of Rolling Meadows.
2. Once we have received the City Liquor License you will have to complete this form: <https://www.illinois.gov/ilcc/SiteCollectionDocuments/Special%20Event%20Retailer%20Liquor%20License%20NFP.pdf> and submit it along with the City of Rolling Meadows Temporary Liquor License, a copy of your Certificate of Insurance for Host Liquor Liability (See Alcohol at your Event) and a copy of your Illinois Department of Revenue Sales Tax Exemption Letter to the Illinois Liquor Control Commission. There is a \$25 fee to submit the application to the Illinois Liquor Control Commission.
3. All documents are due no less than 10 business days before your event.

**Security Deposit Charges:** If Police are called during a rental for any criminal or disciplinary action, the entire amount of the security deposit will be forfeited. Any excessive cleaning needed to be performed either inside or outside the rental facility following a rental will be charged to the renter at \$50/hour. The Rolling Meadows Park District considers two hours of cleaning by our custodial staff normal and customary. Any time needed to be spent beyond the two hour limit will be assessed and taken out of the security deposit. Extra time spent in the building by the contract holder, their guests (including performers, musicians and servers from outside the Rolling Meadows Park District), beyond the contracted rental time but before ordinance curfew, will be charged at 125% of the contracted hourly rental rate. It is a Rolling Meadows Park District ordinance that our rentals do not extend past midnight on Friday and Saturday or beyond 10 P.M. on Sunday through Thursday. Any contract holder staying past those hours will be charged their contracted hourly rate *every 15 minutes* until everyone has left the building. This includes DJs, catering staff, and any other personnel that the contract holder has hired from outside the Park District. If the contract holder states in the rental contract that no alcohol is to be served and the rental supervisor notes that alcohol is present at the rental, the party will be shut down immediately and the entire security deposit as well as the entire rental fee will be forfeited. If necessary, the Rolling Meadows Police will be called. If a fire alarm is set off or purposely pulled, there will be a \$300 charge for each incident. Beer in glass containers are not allowed to be served in any of our facilities or parks. If it is noted by the supervisor that glass beer bottles are present at a rental, a \$100 fee will be assessed. All children in attendance must remain in rented rooms. They are not allowed to remain unsupervised in other areas of the building, such as the elevator, hallways, or rest rooms. Any time children are left unattended either inside or outside, a warning will be issued to the contract holder. If the renter fails to comply with the warning, a \$50 charge will be assessed per incident. If excessive volume causes a call to the police from surrounding neighbors, a \$50 fee will be assessed from the security deposit. If a second call is made the contract holder forfeits their entire security deposit and all DJs and Musical Acts must end for the remainder of the event. If a rental exceeds capacity (150 people in the Auditorium, 120 people at Park

Central, or 140 people at Plum Grove Park), the renter will forfeit their entire security deposit. If any property is damaged at the rental, replacement value of damaged items will be assessed to the damage deposit. Pulling the door of the Fitness Arts office on the lower level of Plum Grove Park and setting off the alarm equipped on that door will result in a \$100 charge. There is no food or drink besides bottled water allowed in the Community Center Gymnasium. If food or drink is seen in the Gymnasium a \$50 fee will be charged and the renter may lose use of the Gym for the duration of the rental. Room capacities must be strictly adhered to. Room capacities are set by the Rolling Meadows Fire Department to ensure your safety. The capacity of Park Central Banquet Hall is 120, Community Center Auditorium 150, Plum Grove Park Banquet Hall 140. Exceeding room and/or building capacities will result in the event being closed and guests being asked to leave the premises and your entire security deposit will be forfeit. If necessary, the Rolling Meadows Police will be called. If any property is damaged at the rental, replacement value of damaged items will be assessed to the damage deposit. If maintenance/damage costs exceed the deposit, the renter remains responsible for those costs. The repair and/or replacement costs must be paid within two weeks following the event. The group responsible for any such damage(s) may be denied future use of Park District facilities.

**Personal Injuries/Property Loss:** The Rolling Meadows Park District is not responsible for lost, stolen, or damaged personal items or rental equipment. Individual accident and health insurance is not provided by the Rolling Meadows Park District