

After-Hours Rental Request Form

828 Montgomery Road, Aurora, IL 60506 • Phone: 630-851-8686 • foxvalleyparkdistrict.org

After-Hours Rental Availability	
Friday:	7:30 to 9:30 p.m.
Saturday to Sunday:	7 to 9 p.m. or 7 to 10 p.m.



EVENT INFORMATION

Requested Date _____

Requested Time Friday: 7:30 to 9:30 p.m.

Saturday / Sunday: 7 to 9 p.m. or 7 to 10 p.m.

CONTACT INFORMATION

Contact Name* _____

Organization Name _____

Contact Address _____ City _____ ZIP _____

Contact Phone Number _____ Cell _____ Fax _____

Email _____

Alternate Contact Name _____ Phone _____ Cell _____

*Contact must be present during rental.

EVENT DETAILS

Package Selected (see back for details): Atlantic Adventure or Pacific Plunge

Type of Event _____ Check here if this is for a non-profit group†

Purpose of Event _____

Expected number of guests Adults # _____ Children # _____ Total # _____

† Non-profit includes schools, government, service agencies, 501(c)3 and not-for-profit groups. Please check with staff to see if your group qualifies.

FOOD ARRANGEMENTS

Reuland's Concessions / Catering

For after-hours concessions, please contact Reuland's Catering at 630-859-2877 for more information about menu options.

Contact to Provide Food / Caterer

Large coolers will be permitted when concessions are not open. The cooler(s) will be checked upon entering the park for glass and alcohol. State law requires that all food and beverages stay in the concessions / picnic area. Caterer(s) must provide a Certificate of Insurance and a Health Department License.

OFFICE USE ONLY

PAYMENT STATUS

50% Deposit Received (a balance of the full amount will be placed on the contact's account)

Amount \$ _____

Final Payment Received

Amount \$ _____

Check One: Check # _____ Visa MasterCard Discover Cardholder Name _____
Card # _____ - _____ - _____ - _____ Expiration Date ____/____

RENTAL STATUS

Rental has been booked Staff Initials _____ Date _____

Confirmation Call Placed (one week before event) Staff Initials _____ Date _____

STAFF SIGNATURE _____ DATE _____

Phillips Park Family Aquatic Center

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After-hours Rentals (2 hour minimum)

Friday: 7:30 to 9:30 p.m.; Saturday to Sunday: 7 to 9 p.m. or 7 to 10 p.m.

Package (2 hour minimum, up to 300 guests)	Regular Rates		Non-Profit		Additional Guests (for both packages)
	Two-hour	Three-hour	Two-hour	Three-hour	
<input type="checkbox"/> Atlantic Adventure: Includes exclusive use of the park and amenities except for the two drop slides	\$530	\$795	\$486	\$729	Residents: \$3, Non-residents: \$4 Number of Add'l Residents**: # _____ x \$3 = \$ _____ Number of Add'l Non-residents: # _____ x \$4 = \$ _____
<input type="checkbox"/> Pacific Plunge: Includes exclusive use of the park and amenities PLUS the two drop slides	\$630	\$945	\$580	\$870	
Total Due					
50% Deposit					
Outdoor Aquatics Member Discount (-\$25)					

**To qualify for the resident rate, the renter must reside in Aurora, Montgomery, North Aurora or Sugar Grove.

SECURE YOUR RENTAL

To secure your rental, please send the following items to Erik Enslin at Vaughan Athletic Center:

2121 W. Indian Trail, Aurora, IL 60506 • 630-907-9600 • eenslen@fvpd.net

- Rental Request Form
- 50% Deposit
- Acknowledgement of After-Hours Rental Guidelines Agreement

If needed and/or requested:

- 501(c)3 Form
- Certificate of Insurance
- Health Permit (for vendors preparing food onsite)

Remaining balance is due 7 days before your event.

Checks should be made out to the *Fox Valley Park District* and mailed to the Vaughan Athletic Center, 2121 W. Indian Trail, Aurora IL 60506.

To pay by credit card, please call 630-907-9600. Payment cannot be made directly at the outdoor aquatic center. A receipt will be emailed once the rental has been processed. In order to properly protect all our guests, we ask that you read the enclosed rules and make these rules known to all group members before entering the park.

Contact's Signature _____ Date _____

Staff Signature _____ Date _____

After-Hours Rental Guidelines Agreement

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THIS AGREEMENT MUST BE SIGNED AND SUBMITTED TO SECURE RENTAL

ARRIVAL / DEPARTURE

- Renter may arrive 15 minutes prior to the start of the rental to allow time for setup if needed. Please be advised that the pool is open to the public until 7:30 p.m. Fridays, and 7 p.m. Saturdays and Sundays. We ask that all guests of the rental group wait until 7:30 p.m. Fridays, and 7 p.m. Saturdays and Sundays. to enter the facility.
- Upon arrival the renter should check in at admissions to receive wristbands for the group. Smaller children will need to be 48 inches tall to ride the waterslides. They will be given a separate wristband upon height verification.
- At the conclusion of the event, please be sure that the reserved area is cleaned up, garbage is placed in the garbage cans and that the area is vacated by guests.

FOOD

- Catering or concessions are available upon request. Please call Ryan Reuland at 630-859-2877 for more information.
- Food prepared by a vendor onsite requires a Certificate of Insurance and Health Permit.
- Large coolers will be permitted when the Concession Area is not open. The cooler(s) will be checked upon entering for glass and alcohol. State law requires that all food and beverages stay in the concession area.

DEPOSIT & PAYMENT

- A 50% deposit is required to secure the rental.
- The balance of payment will be placed on the organizers account and is due via check, cash or credit card (7) seven full days prior to the event. Checks may be made out to Fox Valley Park District.
- Failure to pay the balance in advance will result in rental cancellation.
- **Payment cannot be made directly to Phillips Park Family Aquatic Center.**
Please visit the Vaughan Athletic Center at 2121 W. Indian Trail., Aurora to make all payments. To pay by credit card, please call 630-907-9600.

CANCELLATIONS & REFUNDS

- Cancellations must be made at least 14 full days in advance of the event to receive a full refund including deposit. If notice is given less than 14 days, no refunds will be issued and the deposit will be forfeited.
- If the Aquatic Center cancels your rental before it begins for any reason such as inclement weather, maintenance issues or unsafe conditions, you will receive a full refund.
- The Park District may cancel pool rentals due to cool temperatures (below 67 degrees) or inclement weather. If weather is questionable the Aquatics Manager will contact the rental organizer one hour prior to the party, so he/she can decide whether to cancel and receive a full refund or try to reschedule for another date. Renter may receive a partial refund less any cost incurred if during the party inclement weather causing the facility to close early, otherwise no refunds will be issued.
- The contact number for the day of your scheduled rental at Phillips Park is 630-851-8686. Ask for the Aquatics Manager on Duty.
- **Safety Reminders:** For the safety and enjoyment of our guests, we ask that you read the rules and guidelines on the back of this form and make these rules known to all group members before entering the park.

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AFTER-HOURS AQUATIC SAFETY GUIDELINES

The Fox Valley Park District is committed to ensuring the safety of guests and asks everyone to follow these regulations:

- Parents or guardians are responsible for supervising their children. Lifeguards are on duty to enforce rules and respond in case of emergency.
- Children under 12 years old must be accompanied and actively supervised by a guest 16 years and older to enter the facility.
- Guests under 48 inches tall must be wearing life jackets or be within arm’s reach of their parent or guardian at all times.
- All life jackets must be U.S. Coast Guard approved. No other flotation devices are permitted, unless approved by management.
- Guests must be 48 inches tall to ride on the waterslides.
- Guests are encouraged to make any special needs known to the management who will be happy to provide assistance.
- Alcohol and tobacco are not allowed in the Aquatics Centers.
- Cell phone usage is prohibited in the locker rooms.
- Guests must wear commercially sold swimsuits to participate in recreational aquatic activities.
- Patrons not yet toilet trained must wear a swim diaper and a plastic liner.
- Guests are required to shower before swimming and all apparel and footwear brought into the facility and worn on the deck must be clean.
- Children 5 years of age and older must use gender specific locker rooms.
- Management reserves the right to close the facility due to unsafe conditions.
- Admission into the facility may be refused to persons with potentially hazardous medical conditions.
- Please lock your belongings. The Fox Valley Park District is not responsible for loss or theft of any personal items.
- Conduct inside the facility must be safe and courteous. Profane, abusive or threatening language will not be tolerated.
- All guests are expected to conduct themselves in a safe and appropriate manner at all times. When a person’s safety is jeopardized staff has the right to take disciplinary action. Failure to abide by these regulations may result in possible ejection from the facility.
- Management may modify these regulations to ensure the safety of our guests.

I UNDERSTAND AND HAVE READ THE ABOVE RENTAL GUIDELINES, AS WELL AS THE AQUATIC SAFETY GUIDELINES ENCLOSED AND UNDERSTAND THAT IF ANYONE IN MY ORGANIZATION/GROUP IS UNABLE TO ABIDE BY THESE REGULATIONS, THEY MAY BE ASKED TO LEAVE THE PREMISES. CONTINUED DISREGARD FOR THE RULES MAY RESULT IN THE FORFEITURE OF THE REST OF THE DAY AND THE BANNING OF MY ORGANIZATION FROM RETURNING TO THE AQUATIC CENTERS.

ACKNOWLEDGEMENT OF AFTER-HOURS RENTAL GUIDELINES AGREEMENT

Print Name of Responsible Party _____

Signature of Responsible Party _____ Date _____