

# Gymnasium Reservation Request Form & Agreement

formulario de solicitud de reserva de gimnasio & convenio

## Event Information/Información de Evento

Requested Date/Fecha Solicitada \_\_\_\_\_ Time/Tiempo \_\_\_\_\_

Must include set-up and tear-down time  
Debe incluir el tiempo de montaje y desmontaje

## Contact Information

Contact's Name/Nombre \_\_\_\_\_

Organization Name (if applicable)/Nombre de la organización (si corresponde) \_\_\_\_\_

Contact's Address/Dirección \_\_\_\_\_

City/Ciudad \_\_\_\_\_ State/Estado \_\_\_\_\_ Zip/Código postal \_\_\_\_\_

Contact Phone Number/Número de teléfono \_\_\_\_\_

Cell Phone Number/Número de teléfono movi \_\_\_\_\_ Main Contact Date of Birth/Fecha de nacimiento \_\_\_\_\_

Email/Correo electrónico \_\_\_\_\_ Fax \_\_\_\_\_

Emergency Contact Name/Nombre del contacto de emergencia \_\_\_\_\_ Phone Number/Número de teléfono \_\_\_\_\_

	<b>Non-Profit</b> Churches, government, schools, social services, and clubs  <b>Grupos sin ánimo de lucro</b> Iglesias, gobierno, organizaciones sin ánimo de lucro, escuelas, servicios sociales	<b>Resident</b> Aurora, North Aurora, Montgomery and Sugar Grove  <b>Residentes</b> Resident de Aurora, North Aurora, Montgomery, and Sugar Grove	<b>Non-Resident</b> All other renters  <b>No residentes</b> All other renters/Todos los demás inquilinos	<b>Number of Hours</b>	<b>Total</b>
<b>Gymnasium/ Gimnasio</b>	\$40	\$50	\$60		

### Waiver of Liability and Release of Claims:

I certify that all the information above is correct. I have read the Facility Rental Regulations pertaining to use of Fox Valley Park District facilities and will (1) be responsible for all injuries caused by such use, (2) adhere to the rental hours agreed to through the signed contract, and (3) reimburse the Fox Valley Park District for all loss or damage to FVPD equipment/property caused by such use. In consideration or participation as specified at the location requested, for the date(s) and time(s) requested, it is fully understood and agreed by the parties that user shall fully defend, indemnify, and hold harmless the Fox Valley Park District, including its officers, employees, volunteers, and agents against any and 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.

<b>Net Set Up Fee: \$10</b>	
<b>Refundable Deposit</b>	<b>\$100</b>
<b>Total Due</b>	

Contact's Signature/Firma del Contacto \_\_\_\_\_ Date/Fecha \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

### Prisco Community Center

150 W. Illinois Ave. • Aurora, IL 60506

PriscoReservations@fvpd.net

Phone (630)859-8606 • foxvalleyparkdistrict.org

# Gymnasium Reservation Guidelines Agreement

**These guidelines must be signed and submitted to secure your reservation**

## Reserving the Facility

- The Fox Valley Park District reserves the right to terminate any rental agreement with a 30-day notice.
- The Fox Valley Park District reserves the right to:
  - cancel the facility rental due to scheduled Fox Valley Park District functions.
  - revoke any request previously granted at any time it is determined that the request contained any misrepresentation or false statement, or that any condition set forth in the policies governing the request is not being complied with, or that the safety of the participant in the activities of the applicant or their patrons or visitors to the facility is endangered by the continuation of such activity.
- Renters shall reserve facility no more than four (4) months in advance. Exceptions may be made for special circumstances with the approval of the facility manager (i.e. family reunions, wedding anniversaries, wedding receptions).

## Rental Deposit, & Payment

- A \$100 damage deposit is required at the time of rental confirmation. Deposits will be refunded in full, providing there are no damages, contract breaches, or extra hourly charges, and all conditions of the rental are met. Deposits will be forfeited for excess hours or clean up.
- Conditions that lead to withholding part or all of the deposit include, but are not limited to, the following:
  - Clean up is not completed as outlined in the facility rental regulations
  - Use of the room exceeds scheduled rental time. Additional hourly charges or any part thereof equal to the room's rate may be charged.
  - The number of persons attending the event exceeds the number of participants listed in the agreement.
  - Fox Valley Park District equipment is damaged during the rental period.
  - Additional staff time charge required for special services or items not on prepaid facility charges but used by renter during rental period.
  - Not adhering to facility rental regulations

## Cancellations & Refunds

- Cancellations must be submitted in writing to the Facility Manager by the person who signed the contract.
- Cancellations must be made at least 30 full days in advance of the event to receive a full refund less a \$5 service charge.
- Cancellations made less than 30 days in advance forfeit the \$100 deposit.
- Cancellations made less than 7 days in advance forfeit the entire paid balance upon cancellation.
- No deposit refunds will be granted on rescheduled bookings of a cancelled contract.

## Gym Use Guidelines

- Renter is responsible to see that all activities and guests are limited to the rented space only, properly controlled, and supervised. If compliance with this regulation is not upheld, the rental contract will be revoked and will not be re-issued.
- If the event requires police intervention, part or all of your deposit may be withheld.
- No minor (under 18 years of age) will be permitted to use the building unless adult supervision is present during the entire rental.
  - Adequate adult chaperones must be provided for guests less than eighteen years of age (one chaperone to every ten minors).
  - No minors from the group will be permitted in the building until an adult from the group is present.
- No smoking is allowed inside any park district facility.
- Appropriate clothing and footwear must be worn at all times.
- Respectful conduct toward staff, other participants, and the facility is expected at all times.
- Foul language is not permitted and could result in removal from the facility.
- Physical and verbal altercations will not be tolerated and could result in removal from the facility.
- No food allowed.

## Acknowledgement of Rental Guidelines Agreement:

I have read the above and agree to abide by all terms and conditions set forth in the Rental Guidelines Agreement, and that failure to adhere to these regulations will incur financial penalties and possible legal action.

**Contact's Name** \_\_\_\_\_ **Date of Event** \_\_\_\_\_

**Contact's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_