

Reservation Request Form & Agreement

Event Information

Requested Date _____ Time _____
Must include set-up and tear-down time

Contact Information

Contact's Name _____

Organization Name (if applicable) _____

Contact's Address _____

City _____ State _____ Zip _____

Contact Phone Number _____

Cell Phone Number _____ Main Contact Date of Birth _____

Email _____ Fax _____

Emergency Contact Name _____ Phone Number _____

Event Details

Type of Event (i.e. Birthday Party, Reunion, Family/Company/Church Picnic, Graduation Party):

Expected Number of Guests (1+): Total _____

Please indicate if you will have the following at your rental:

Live or Amplified Music*: Yes No

Admissions: Yes No If so, how much? \$ _____

Inflatable Bounce House*: Yes No

Fundraiser: Yes No

Caterer*: Yes No

Concessions or Merchandise Sales: Yes No

Lighted Candles: Yes No

Donations accepted at the event: Yes No

*Certificate of Insurance and/or Health Permit required two weeks prior to the rental

Please indicate the number needed of each: _____ Tables _____ Chairs

Additional Comments: _____

Eola Community Center

555 S Eola Rd, Aurora IL 60504

eolareservations@fvpd.net

(630)851-8990 • foxvalleyparkdistrict.org

Reservation Request Form

Rate Category Descriptions

Residency	
<input type="checkbox"/> Non-Profit Groups	Churches, government, non-profits (501c3), schools, social services, and social clubs
<input type="checkbox"/> Residents	Residents of Aurora, North Aurora, Montgomery, and Sugar Grove
<input type="checkbox"/> Non-Residents	All other renters

Room Size Weekday = Monday-Friday, 8 a.m.-5 p.m. Prime Time = Evenings, Weekends, and Holidays	Non-Profit Weekday / Prime	Resident Weekday / Prime	Non-Resident Weekday / Prime	Number of Hours	Total	
Community Room (Small) Seats up to 30 guests	\$30 / \$45	\$40 / \$55	\$55 / \$65			
Community Room (Medium) Seats up to 50 guests	\$30 / \$50	\$45 / \$75	\$60 / \$85			
Community Room (Large) Seats up to 120 guests	\$30 / \$60	\$50 / \$85	\$65 / \$95			
Community Room (Extra Large) Seats up to 225 guests	\$30 / \$70	\$70 / \$115	\$90 / \$130			
Half Gymnasium (North or South)	\$40	\$50	\$60			
Additional Items				Rate	Quantity	Total
On-site IT Support: (Weekdays 8 a.m.-8 p.m. & Weekends 9 a.m.-3 p.m.) <i>2 hour minimum</i>				\$50/hour		
After Hours IT Support: (Weekends 3 p.m.-close)				\$250/hour		
Microphone & Speaker <input type="checkbox"/> Podium <input type="checkbox"/> Projector & Screen <input type="checkbox"/>				\$25/each		
Full Kitchen (Room 104): Must be rented for duration of room rental				\$10/hour		
Subtotal						
Refundable Deposit						\$150
Total Due						

Secure Your Reservation

To secure your reservation, please submit the following items to Eola Community Center:

- Request Form and Agreement
- Reservation Guidelines Form
- If needed and/or requested:
 - Certificate of Insurance
 - 501(c)3 Form

- \$150 Refundable Deposit

Full payment is due 14 days before your event.

A confirmation and receipt will be emailed once the reservation has been processed. Deposit must be paid online with 48 hours through your FVPD account. Directions will be sent via email to you.

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

Contact's Signature _____ Date _____

Staff Signature _____ Date _____

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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 \$150 damage deposit is required per room at the time of rental confirmation. If renting multiple or adjoining rooms, the required deposit is \$50 for each additional room. 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 \$150 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.

Room 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.
- Rice, confetti, glitter, or similar materials are not allowed inside or outside of that facility at any time. Birdseed may be used outside of the facility.
- Lighted candles or open flames (with the exception of sterno cups and birthday candles) inside any buildings require approval from the Facility Manager.
- Inflatable rides such as bounce houses can only be used when using FVPD approved vendors with certificate of insurance listing Fox Valley Park District as additionally insured and with the approval of the Facility Manager.
- Doors of the facility must remain closed throughout the event.
- Renters must load/unload through designated public building entrance(s) only.
- Renters are responsible for providing their own cables, cords, audio supplies, and any other items not outlined in the contract.
- Upon arrival and departure be sure that room is cleaned up, garbage is placed in garbage cans, and the area is vacated by guests. Failure to do so may result in the deposit not being refunded.

Food & Alcohol

- Food prepared by a vendor on site requires a Certificate of Insurance and Health Permit.
- Renters are responsible for their own catering, linens, dishes, and supplies. Any equipment or decorations brought on site must be delivered and picked up with your rental time period. Park District staff will not sign for or take delivery on behalf of renter. Violations may result in loss of some or all of deposit.
- No alcohol is permitted in the facility. Violations may result in being asked to leave, conclusion of the rental, and loss of some or all of deposit.

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Music & Sound

- Rentals planning to have live or amplified music/sound must get approval from the Facility Manager to obtain a permit
- Unless otherwise approved by the Facility Manager, amplified music/sound will be restricted to the interior of the facility with noise exposure to not exceed 60db at the facility boundary.
- DJ's and musicians must bring their own extension cords and supplies as needed.
- Renter may be asked to reduce noise level at the park district's discretion. If compliance is not met, renter violates agreement of contract and may be asked to leave and will lose rental deposit and potential future rental privileges.
- Music selection played during rental must be language and subject appropriate for use during a rental at a community center. If not, the renter will be asked to change to a more appropriate music selection (avoid bad/negative music, language, lyrics).
- No outside music is allowed in the gymnasium.

Security and Insurance – Fox Valley Park District

- Groups may be required to pay for extra security at a rate of \$35 per hour per officer.
- Renters are not allowed to provide their own security.
- Groups may be required to provide proof of insurance.

Vendors

- Please list all vendors that you will be using during your event.
- All vendors used for your event need to be submitted to Eola Community Center 14 days prior to event to determine insurance requirements and preferred vendor status is met.
- There will be a vendor fee charged per rental for vendors selling/promoting products or services (\$50 for non-food related and \$100 for food related).

Entertainment:	Party Equipment:
Food Service:	Other:

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.

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.

Contact's Name _____ **Date of Event** _____

Contact's Signature _____ **Date** _____

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