



**Village of Glendale Heights**  
**Parks and Recreation Department**  
**Facility Usage Guidelines**

1. Any individual or group desiring use of a parks or recreation facility must apply by filling out an application. Upon receipt of the application, the department will assign designation to the group as defined herein.
2. All requests are on a first come, first serve basis. A non-refundable deposit of \$25 or 50% of the rental total (whichever is less) is due within two (2) business days or the rental is void.
3. Designated Village functions take preference over any other use of a particular facility.
4. Person applying for a room rental must be 21 years of age.
5. Rental fees must be paid seven days prior to the event.
6. A period of 15 minutes prior to the rental start time is provided for the customer for set-up and 15 minutes after end time for clean-up at no extra charge. Additional set-up charge will be charged at the hourly rental rate. No set-up time is given for field or court rentals.
7. Sufficient adult supervision shall be provided by the individual or organization sponsoring the event. Groups with youths under the age of 18 must have one adult over 21 for every 10 youths. Any group which does not have adequate supervision or fails to maintain discipline will be asked to leave.
8. All materials and decorations brought into the room, must be removed. Trash must be placed in appropriate receptacles.
9. Individuals or organizations is financially responsible for any damage to the facility or equipment, occurring as a result of use.
10. No alcoholic beverages of any kind are permitted in parks and recreation facilities.
11. Facility requests that include the use of equipment not normally available at the site will be assessed additional fees.
12. Individuals and organizations shall hold the Village of Glendale Heights and its designees harmless from any action or suite by persons occasioned by the use of parks and recreation facilities by said individual or organization.
13. The Director of Parks, Recreation and Facilities or designee must approve all applications.
14. No individual or organization may use the Village of Glendale Heights facilities with the purpose of private monetary gain or fund-raising without special permission from the Director of Parks, Recreation and Facilities.
15. All conduct will be in conformance with Village Code, 8-1-2 and 8-1-3.
16. The Village must approve all equipment brought into and used in the facility.
17. The Contact person or organization official must be present during rental.
18. All fees apply to normal operating hours. Rentals must end 30 minutes before closing.

Resident	Village residents, business and non-for-profit organizations, tax exempt 501(c)(3) incorporated in the State of Illinois whose usage is not intent on making a profit or charging a donation (parties, showers, receptions and social events).
Non-Resident	Any individual, business, corporation or group residing outside the boundaries of Glendale Heights whose usage is not intent on making profit or charging a donation (parties, showers, receptions and social events).

<u>Outdoor Park Facilities</u>	Resident	Non-Resident
Shelter	\$50/day	\$80/day
Gazebo	\$25/hour	\$40/hour
Additional Picnic Tables	\$15/table	\$15/table

<u>Athletic Fields</u>	Resident	Non-Resident
Soccer	\$30/hour	\$60/hour
Baseball/Softball	\$30/hour	\$60/hour
Football	\$40/hour	\$80/hour
Cricket	\$30/hour	\$60/hour
Field Lights	\$15/hour	\$15/hour

<u>Aquatic Center Private Evening Rental</u>	With Membership	Without Membership
Zero Depth/Lap Pool	\$150/hour	\$175/hour
Add - Diving Boards & Drop Slide	\$35/hour	\$50/hour
Add - Large Slides	\$25/hour	\$40/hour
Add - Flow Rider	\$50/hour	\$75/hour
<b>All 3 Add - Ons</b>	<b>\$85/hour</b>	<b>\$125/hour</b>
<i>Aquatic Center rates are per hour up to 75 guests. Minimum 2 hour rental.</i>		
Additional Guests	\$5	\$10

<u>Indoor Athletics</u>	Resident	Non-Resident
Gym A (84' basketball/volleyball)	\$54/hour	\$108/hour
Gym B (74' basketball/volleyball)	\$54/hour	\$108/hour
Gym A and B	\$100/hour	\$200/hour
Fieldhouse (120' x 60' turf)	\$120/hour	\$180/hour
Racquetball <sup>^</sup>	\$10/hour	\$20/hour

<u>General Purpose</u>	Room Capacity	Resident	Non-Resident
Studio 1	48	\$45/hour	\$90/hour
Studio 2	33	\$40/hour	\$80/hour
Studio 3	21	\$32/hour	\$64/hour
Studio 4	21	\$32/hour	\$64/hour
Arts & Crafts Room*	10 tables, 60 chairs	\$60/hour	\$120/hour
Multi - Purpose Room	15	\$32/hour	\$64/hour
Activity Room	43	\$45/hour	\$90/hour
Meeting Room*	12 tables, 24 chairs	\$50/hour	\$100/hour
Child's Party Room**	6 tables, 24 chairs	\$50/hour	\$100/hour
Indoor Playground <i>(recommended ages 3-7)</i>	30	\$50/hour	\$100/hour
<i>*feature sink **feature sink and bathroom ^discount punch card available Extra 4' x 6' tables available for \$8 each</i>			



Village of Glendale Heights  
Parks and Recreation Department  
Facility Rental Application

Date of application: \_\_\_\_\_

Applicant name: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work/cell: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Name of organization (if applicable): \_\_\_\_\_

Type of organization:  Village program  Resident  Non-Resident  Civic  Commercial  
 Other \_\_\_\_\_ Is your organization non-profit?  yes  no

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Desired location: \_\_\_\_\_ Desired room/amenity: \_\_\_\_\_

Date requested: \_\_\_\_\_ Second choice date: \_\_\_\_\_

Time of rental: Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_ Total hours: \_\_\_\_\_

Expected attendance: Adults \_\_\_\_\_ Children \_\_\_\_\_ Total: \_\_\_\_\_

Purpose of rental: \_\_\_\_\_

Type of equipment to be used: \_\_\_\_\_ Type of equipment requested: \_\_\_\_\_

Will you charge an admission or donation?  yes  no If so, how much and why? \_\_\_\_\_

**Liability Insurance Required**

Every applicant shall file a policy of insurance in which the Village, its officials, agents and employees are name insured against any and all claims arising through the use of Village parks or facilities. In lieu of filing the policy of insurance, a certificate evidencing the issuance of such insurance executed by a duly authorize agent, servant or employee of the carrier is authorized to conduct such business in the State. Renter's insurance is REQUIRED to include: Comprehensive bodily injury and property damage with limits of one million dollars (\$1,000,000.00) combined single limit, with one million dollars (\$1,000,000.00) umbrella coverage with a carrier holding minimum A.M. Best Rating of A-VII. The Village shall be name additionally insured on each of the insurance policies.

**Special Instructions (room set-up or equipment needed)**


Signature of applicants acknowledge that applicant agrees to abide by all guidelines and rules applicable to this facility request.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY**

Room/field fee: \_\_\_\_\_ hours X \$ \_\_\_\_\_/hour=\$ \_\_\_\_\_

Additional guest fee: \_\_\_\_\_ Field lights fee: \_\_\_\_\_ Additional picnic tables fee: \_\_\_\_\_ Other charges \_\_\_\_\_

Total rental fee: \_\_\_\_\_ Deposit paid: \_\_\_\_\_ Balance due: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ (reason) \_\_\_\_\_

Date \_\_\_\_\_