



Iowa Community Center
 338 N. Iowa Ave.
 Villa Park, IL 60181
 Phone: 630-834-8970
 Fax: 630-834-8982

Community Recreation Building
 320 E. Wildwood Ave.
 Villa Park, IL 60181
 Phone: 630-834-8525
 Fax: 630-834-8528

Website: www.vprd.org

Application for Building / Facility Use

Applicant Information

Date of Application:		
Name of Organization:		Person in Charge:
Address:		
City:	State:	ZIP Code:
Home Phone:		Cell Phone:
Work Phone:		Email:
Additional Name for Contact:		Phone:
Briefly Describe Activity:		

Requested Location (Please Check Requested Locations)

IOWA COMMUNITY CENTER	NORTH TERRACE	COMMUNITY RECREATION BUILDING
<input type="checkbox"/> Gym (R- \$55/hr, NR - \$75/hr) (Max. Capacity 150) (No Kitchen Available) <input type="checkbox"/> Floor Mats \$35	<input type="checkbox"/> Room 10 or 12 (Classroom) (R- \$30/hr, NR - \$50/hr) (Max. Capacity 30)	<input type="checkbox"/> North Terrace Building (R- \$55/hr, NR - \$75/hr) (Max. Capacity 20) (Kitchen Included)
<input type="checkbox"/> Upper Level (R- \$55/hr, NR - \$75/hr) (Max. Capacity 140) (Kitchen & Coffee Pot Included)	Set-up is on your own.	

Requested Dates & Times

DAY(S)	DATE(S)	TIME(S)			
		From:		AM/PM	To:
					AM/PM
					AM/PM
					AM/PM
					AM/PM

Agreement

It is hereby understood that the undersigned applicant will arrive at opening time, remain until closing time and be completely responsible for the proper conduct of the group as specified in the rules for building use. This application, if approved, will serve as your permit for use of the property described above and must be on the person responsible at the site at all times. The above named applicant also agrees to the terms and conditions that are listed on the other side of this application.

Printed Name:	
Signature:	Date:

Office Use Only

Date Received:	Approved:	Disapproved:
Signature:	Date:	
Rental Deposit (50% of total rental – CASH ONLY):	Due By:	Date Paid:
Rental Fee (NO CHECKS):	Due By:	Date Paid:
Date Copy Sent to Applicant:		

VILLAGE OF VILLA PARK RECREATION DEPARTMENT

BUILDING RENTAL PROCEDURES & RULES

1. Requests for rental for the Iowa Community Center (ICC), Community Recreation Building (CRB) or North Terrace must be submitted to the Villa Park Recreation Department on an Application for Building/Facility Use Form. These forms are available at the ICC & CRB, and also on our website at www.vprd.org. The Facility Use Request form must be completely filled out and signed by an adult assuming responsibility for the group.
2. Requests for rentals may be submitted up to one (1) year in advance but no less than two (2) weeks in advance of the requested date.
3. A refundable CASH security deposit is required in the amount of 50% of the total rental. The deposit is payable upon approval of the application form. In the event of any damages or expenses incurred by the renting group, the Villa Park Recreation Department reserves the right to retain the security deposit.
4. The total rental fee is due no less than fourteen (14) days prior to the use of the facility and must be paid by CASH or CHARGE only. Checks will not be accepted.
5. Cancellations must be made at least seven (7) days prior to the reserved date. Cancellations made less than seven (7) days prior to the reserved date will result in the forfeiture of the deposit.
6. Requests for use of tables and chairs and a general description of the room layout must be indicated on the application.
7. The Iowa Community Center and the North Terrace Building are available for rental 7:00 a.m. - 10:00 p.m. daily except Village holidays or dates Village events preclude rentals.
8. The Community Recreation Building is available for rental 7:00 a.m. - 10:00 p.m. Sunday through Thursday, and 7:00 a.m. - 11:00 p.m. on Fridays and Saturdays except Village holidays or dates Village events preclude rentals.
9. Groups remaining in the facility later than the time indicated on the approved Facility Use Request will be charged for the additional time used.
10. For rentals which require more than one custodian be on duty, an additional custodial fee will be charged.
11. Inaccurate information supplied on the application or violation of the stated rules will result in revocation of the approved application with no refund.
12. There is a kitchen available at the Community Recreation Building and the North Terrace Building which is included in the rental fee; however, there is not a kitchen available for rent at the Iowa Community Center.
13. The Villa Park Recreation Department assumes no responsibility for any accident or losses of property. The rental group shall hold the Village of Villa Park, Recreation Department, Board and Staff harmless for any costs or liability resulting from the groups' activities and programs.
14. The building and all rooms shall be left in an orderly condition.
15. The applicant shall assume complete responsibility for any damages to the building and its facilities. Breakage or loss, if any, will be repaired or replaced promptly. If the Villa Park Recreation Department repairs or replaces any property, the renter will be charged the cost of the materials and labor paid by the Villa Park Recreation Department.
16. Permission to use a facility may be denied to any group that is disorderly or objectionable in any way, or that violates regulations.
17. Adequate adult supervision, as determined by the Villa Park Recreation Department, must be provided at all times. Renters may be required to employ officers of the Villa Park Police Department.
18. ALCOHOLIC BEVERAGES are not allowed in the building or on the grounds.
19. Gambling, including lotteries, is prohibited in the buildings and on the grounds.
20. The Iowa Community Center, Community Recreation Building and North Terrace Building are "NO SMOKING" facilities.
21. Decorations may not be attached to any part of the walls, floors, or other parts so as to deface or damage any portion thereof.
22. At the Community Recreation Building and North Terrace Building, the kitchen stovetop, oven, microwave and counters must be thoroughly cleaned. All groups must bring their own dishes, pots, pans, silverware, etc. A coffee pot will be provided, upon request at the Community Recreation Building.
23. Storage of dishes, tables, etc. by private groups is not allowed. All equipment will be under the Villa Park Recreation Department's control.
24. When leaving a building, all windows must be secured and locked.
25. No room or building keys will be issued to users except for the North Terrace Building. In this event, an adult representative must sign for a key at the Iowa Community Center on the weekday of or prior to the event and the key must be returned on the weekday following the event. A \$25 CASH deposit is required for a key to the North Terrace Building.
26. All applicants agree to abide by all Villa Park Recreation Department ordinances and rules, regulations or procedures pertaining to the use of Recreation Department facilities.
27. The Villa Park Recreation Department reserves the right to cancel reservations by mailing written notice to the person responsible for the building at least one week prior to the reserved date.
28. The Iowa Community Center's gymnasium is not air-conditioned; however, there are fans that are available.