

- Triphahn Center and Ice Arena
- Willow Recreation Center
- Prairie Stone™ Sports & Wellness Center
- Seascape Aquatic Center
- Vogelei

# Room Use Permit

Name of Program, Group, or Individual Requiring Room Rental Space: \_\_\_\_\_

HH# \_\_\_\_\_ Reservation# \_\_\_\_\_

**Type of request:**

- New Request
- Schedule Change

**Type of event:**

- Park District Program or Meeting
- Community Group \_\_\_\_\_
- Private Rental

**List each date your group/event will meet.**

**Do not list a range of dates; write out each date separately:**

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Indicate which day(s) of the week the event will take place:**

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

**Indicate the start time and finish time**

*(including time necessary for your set-up of the room):*

Start: \_\_\_\_\_ AM PM  
 Finish: \_\_\_\_\_ AM PM

**Indicate your room preferences/needs:**

- I prefer room \_\_\_\_\_
- I will need use of a limited kitchen facility (Vogelei only)
- Mini Gym (WRC)
- Full Gym
- 1/2 Gym
- Activity Pool (PSSWC)
- Climbing Wall (PSSWC)
- Party Tent (Seascape)

**Setup information:**

\_\_\_\_\_ Number of 6-ft. tables (Vogelei - 8 ft. tables)  
 \_\_\_\_\_ Number of adult chairs

**Facility requested by:**

Name: \_\_\_\_\_

Group/Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_


Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

**Sketch room setup here:**

If you do not include a diagram, the requested tables and chairs will be left in the room, but not set up.

Use **X** to indicate the placement of chairs

Use  to indicate the placement of tables

Write in any additional setup information (gift tables, buffet, etc.)

I/We, the undersigned, hereby certify that I am/we are the sponsor(s) or appointed representative(s) of the organization requesting use of the facility. I/We hereby expressly agree, individually and on behalf of said organization, to indemnify and forever hold harmless the Hoffman Estates Park District as to any claim or claims which arise out of the use of the facility. In addition, I/We have read the rules governing the use of park district facilities, as printed on the reverse side of this form, and expressly agree, individually and on behalf of said organization, to abide by these rules while using the facility.

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

**FOR OFFICE USE ONLY**

Room Fees: \$ \_\_\_\_\_ N/R Fee: \$ \_\_\_\_\_ Additional: \$ \_\_\_\_\_ Total: \$ \_\_\_\_\_

**Security Deposit**

Date: \_\_\_\_\_ Received by: \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ Check: # \_\_\_\_\_

Credit Card Type: \_\_\_\_\_ Number \_\_\_\_\_ Exp. \_\_\_\_\_

Signature: \_\_\_\_\_

**Rental Payment**

Date: \_\_\_\_\_ Received by: \_\_\_\_\_

Cash: \$ \_\_\_\_\_ Check: # \_\_\_\_\_

Credit Card Type: \_\_\_\_\_ Number \_\_\_\_\_ Exp. \_\_\_\_\_

Signature: \_\_\_\_\_

Room Condition at Checkout: \_\_\_\_\_

# Facility Room Rental

- Limited Kitchen Facilities (Vogelei Only)
- Free Tables & Chairs
- Set-up & Take-Down
- No Alcoholic Beverages

All rentals require a security deposit equal to 50% of the total rental fee due at the time of the request. Deposit refund will only be given if reservation is cancelled at least 2 weeks before the rental (30 day notice required to cancel after hours rentals).

**All rentals over 100 people or rentals after hours require an additional \$250 damage deposit.**

For room availability please call:

<b>Triphahn Center &amp; Ice Arena</b>	(847) 885-7500
<b>Willow Recreation Center</b>	(847) 285-5440
<b>Vogelei Barn</b>	(847) 285-5440

To finalize room rentals, please be sure you complete the following steps:

- I. Complete and sign the rental form, being sure to indicate the exact day of the week and date you are requesting.
- II. Return the signed and dated contract to either the Triphahn Center & Ice Arena or Willow Recreation Center.
- III. Attach the 50% security deposit.
- IV. Final payment due day of event prior to the start time. If paying by check, payment must be made 7 business days prior to event.

## Rental Fees (per hour)

	Willow	Triphahn	WRC/TRC
<b>Small Meeting Rooms:</b> (20 – 25 people)	1	110	\$30/\$35
<b>Large Meeting Rooms:</b> (40-45 people)	N/A	Game Rm.	N/A/\$45
<b>Board Room:</b> (45 people) <i>(no food)</i>	Meeting Rm.	Board Rm.	\$50/\$50
<b>Dance / Aerobic Room:</b> <i>(no food)</i>	•	•	\$40/\$55
<b>Senior Center:</b> (55 people)	N/A	Senior Center	N/A/\$60
<b>Mini Gym:</b> (Up to 200 people) Food Permitted	Mini	N/A	\$70/N/A
<b>½ Gymnasium:</b> (100-150) No Food Permitted	½ gym	½ gym	\$45/\$45
<b>Full Gymnasium:</b> (up to 250 people) No Food Permitted	Full	Full	\$80/\$80
<b>Vogelei Barn:</b> (up to 135 people) Food Permitted	N/A	N/A	\$90

- **NO FOOD CAN BE SERVED IN THE MAIN GYMS**
- Additional fee of \$25 per hour after hours.
- ONLY Civic / community organizations receive a 50% discount and will need to produce verification.
- This discount does not apply to gymnasium or after hours fees.
- There is a \$25 fee for Non Residents

Triphahn Center & Ice Arena  
1685 W. Higgins Road  
Hoffman Estates, IL 60169  
(847)885-7500

Willow Recreation Center  
3600 Lexington Drive  
Hoffman Estates, IL 60192  
(847)285-5440

Vogelei Barn  
650 W. Higgins Road  
Hoffman Estates, IL 60169  
(847)285-5440

# Room Rental Information

## General Information

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- I. A 50% payment is due at the time of rental request. All rentals over 100 people or rentals after hours require an additional \$250 damage deposit.  
Pending room condition by the custodian and facility manager, a damage fee may be assessed within two weeks of the rental.
- II. In general, a rental group should plan to do the following after the event or meeting is over.
  1. Wipe off all tables.
  2. Place all trash in designated trash containers. If larger containers are required, the custodian or building supervisor will provide them. Trash to Dumpsters at Vogelei.
  3. Wipe any spills right away, especially on carpeted areas.
- III. First Aid kits and emergency help are available at the facility front desk or in kitchen at Vogelei.
- IV. The rental fees are due and payable in full on or before the rental date before the rental starts. If paying by check, payment must be received 7 business days prior to rental.
- V. Refunds, or rescheduling due to cancellation of a rental, will only be considered if the park district is given a two week written notice. To notify the district of cancellation or to reschedule, call the Triphahn Center and Ice Arena at [847] 885-7500, 1685 W. Higgins Road, Hoffman Estates, IL 60169.

## Room Setups

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- I. Rooms will be set up according to the diagram and information provided on the rental form. If no information is provided, the room setup becomes the responsibility of the renter and the park district cannot guarantee the availability of tables or chairs.
- II. Limited kitchen facilities are available at Vogelei only.

## Restrictions and Limitations

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- I. Hoffman Estates Park District facilities may not be used for profit-making ventures, such as a private seminar where an entrance fee is charged.
- II. No alcohol may be served or consumed on Hoffman Estates Park District property.
- III. Entertainment and meetings must not disturb other activities in the building. Groups that are excessively noisy or unruly may be prohibited from future facility use.

## Signature

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I have read and agree to all the above conditions for a Hoffman Estates Park District room rental.

Signature of Rental Host

Phone

Date

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# Rules Governing Use of Park District Facilities

1. All functions conducted in Hoffman Estates Park District facilities must be in accordance with the district's standards and, therefore, not be in violation of any park district regulations or ordinances.
2. No group or individual may use a Hoffman Estates Park District facility without completing and signing the Request for Room Use application and paying the required fees and deposits.
3. Only the room(s) or gym space specified on the rental permit may be used by your organization.
4. The 50% payment is due at time of the rental request.
5. The rental fees are due and payable in full on or before the rental date before rental starts. If paying by check, payment must be received 7 business days prior to rental.
6. The established closing hour of each building is posted on the door and at the front desk. Permission and fees for after-hours rentals must be arranged with the Hoffman Estates Park District prior to scheduled use. All rentals over 100 people or rentals after hours require an additional \$250 damage deposit.
7. An additional charge will be assessed if the renter requires any equipment needed other than what is provided for a normal room setup.
8. The building and all rooms shall be left in a clean and orderly state after the scheduled use. Any decorations must be fireproof and used in a manner that will in no way deface the building and all decorations must be removed immediately after the function. If decorations are not removed and/or the room is not returned to its original state a cleanup charge will be assessed. You will also be held financially responsible for any damage to the facility while in your use.
9. No permits shall be issued for meetings or parties of minors unless chaperoned by a person 21 years of age or older. This adult must sign the application and will be held responsible for the conduct of the group.
10. If the activity involves children, ample adult supervision must be in attendance during the entire duration of the activity (at least one adult supervisor for every fifteen children in attendance).
11. Any use of loudspeakers or public address instruments is prohibited except by special permission from the Hoffman Estates Park District.
12. The posting of advertisements of any product or service for sale is not permitted.
13. No alcohol may be served or consumed on Hoffman Estates Park District property.
14. Smoking is not permitted in any Hoffman Estates Park District facility.
15. The Hoffman Estates Park District may require Certificates of Insurance from affiliated organizations, independent clubs or private groups, that name the Hoffman Estates Park District as additionally insured.
16. Charging of admission fees, which shall include the taking of a free-will collection or donation, is not permitted without the express written consent of the Hoffman Estates Park District.