



# Stephen D. Persinger Recreation Center Rental Request Form

Geneva Park District \* 3507 Kaneville Road \* Geneva, IL 60134  
 Phone 630-232-4501 \* Fax 630-232-4502 \* www.genevaparks.org

Revised 1/11

**Request Form must be submitted 14 days prior to rental date requested. This form is a “request” and will be approved/denied within 3-5 business days. No deposit or payment is due with this request. The deposit and payment are due by the date listed on the Rental Confirmation form.** Checks, cash or credit cards can be accepted for payment of deposit and rental fees.

## Event and Rental Information

**REQUIRED:** Will there be any exchange of money and/or profits made during or as a result of this facility rental?  
 (Check one)

Yes \_\_\_\_\_ Please Explain \_\_\_\_\_

No \_\_\_\_\_

**The “Person in Charge” is responsible for any and all damages, must be in attendance during event and is referred to as the “Renter”.**

Date: \_\_\_/\_\_\_/\_\_\_ Day: \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

Total number attending \_\_\_\_\_ Type of function: \_\_\_\_\_

## Facility Requested (please check)

<input type="checkbox"/> Gymnasium Court 1	<input type="checkbox"/> Program Room 201/202	<input type="checkbox"/> Program Room 203
<input type="checkbox"/> Gymnasium Court 2	<input type="checkbox"/> Program Room 201	<input type="checkbox"/> Program Room 204
<input type="checkbox"/> Batting Cage	<input type="checkbox"/> Program Room 202	

**Person in Charge:** Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

## **ROOM RENTAL POLICIES & PROCEDURES**

### Reservation, Deposit & Payment

- ◆ Filing this request form DOES NOT automatically constitute approval of the facility, nor time requested. Please allow 3-5 working days for approval/denial.
- ◆ All rentals will be processed on a first-come, first-serve basis. Reservations will be taken no sooner than three (3) months in advance of the rental date.
- ◆ The Park District reserves the rights to reject any rental which it feels is not appropriate.
- ◆ The Park District reserves the right to modify the deposit and/or rental fees if deemed necessary based on the size or scope of the rental request.
- ◆ All requests will be reviewed and accepted/denied based on: park policy, nature of rental, and facility/staff availability.

- ◆ Renter filing request must be at least 21 years of age and must be in attendance the entire duration of the event.
- ◆ Full rental payment must be received before room is used.
- ◆ If your payment is being made 10 or less working days, your payment must be paid by cash or credit card.
- ◆ Any renter which arrives early or stays beyond their scheduled time will be required to pay for additional time.
- ◆ The “rental period” is defined as the entire amount of the time during which the renter occupies the facility. **This includes time for set-up and take-down. Facility use will be the time designated on the application.** The Park District’s clock shall be the official time. If the renter fails to show after one half hour of their rental, they will be judged as a “No Show” and the building/facility will be closed and staff sent home.
- ◆ The Geneva Park District shall not be liable for damages or its failure to perform due to contingencies beyond its reasonable control, including, but not limited to, fire, storm, earthquake, explosions, public disorder, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, equipment failures, building failures, or acts of God/nature.
- ◆ The park does not offer rentals on any of the following holidays: New Year’s Eve, New Year’s Day, Easter, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, Christmas Eve or Christmas Day.

### **Security Deposit, Cancellation & Refund Policy**

- ◆ A deposit plus the rental fee payment will be required after the confirmation form is received. When filling out the request form, write the exact time you plan to enter the building and the exact time of departure. The security deposit will be returned as long as there is no damage to the rented area, excessive cleanup required, and you used the area rented within your requested hours.
- ◆ Cancellations made 30 days or less prior to the rental date will forfeit their deposit.
- ◆ If the room is not left in satisfactory condition according to a post-rental checklist or staff reports, or you arrive prior to or stay longer than your approved rental time, the Geneva Park District may keep all or part of the deposit and/or charge an additional fee. The organization or renter shall assume liability for any damage done to the building, equipment or area being used and will be responsible for leaving the facility in satisfactory condition. The security deposit will be refunded if the facilities rented are found to be in acceptable condition as to cleanliness, timeliness and damage following the rental.

### **Room Usage**

- ◆ **The building, facilities or equipment shall not be used by any person(s) or corporation for private or business profit or gain.**
- ◆ Any materials/decorations brought in must be removed at the end of the rental. **No decorations may be taped or tacked to any wall, door, window, light fixture, drapes or any other surface in the room.**
- ◆ The room/area rented must be left in the same condition as you found them. The Park District will remove the filled garbage can liners and replace them.
- ◆ **If the fire alarms are activated, the renter will be responsible for all costs incurred to reset the systems.**
- ◆ It is understood that all renters and their guests will comply with the rules, regulations and ordinances of the Geneva Park District, City of Geneva and the State of Illinois in use of the facility.
- ◆ The Geneva Community Center is a multi-use facility. Please be aware that there may be other activities/programs/events taking place in the building during your rental.
- ◆ Candles may not be used as decorations for any rental.

### **Batting Cage**

- ◆ Bat to ball contact is only allowed inside the batting cage.
- ◆ No “hard” balls or regulation softball are to be thrown in the gym (this includes warm-ups and/or pitching practice)
- ◆ Helmets must be worn at all times inside the batting cage.
- ◆ The renter is responsible for all damage done to facility and any bodily injury that may occur.
- ◆ Rental space is awarded on a first come basis; no bookings will be allowed more than 3 months in advance.
- ◆ Please let Geneva Park District staff know if the pitching machine is needed before the date of the rental.
- ◆ Minimum Batting Cage Rental is 2 hours

### **Insurance**

- ◆ The Park District provides no health/accident insurance for groups using its facilities. Groups may be requested to provide a Certificate of Insurance, signifying that they have sufficient insurance coverage.

### **Food and Drink**

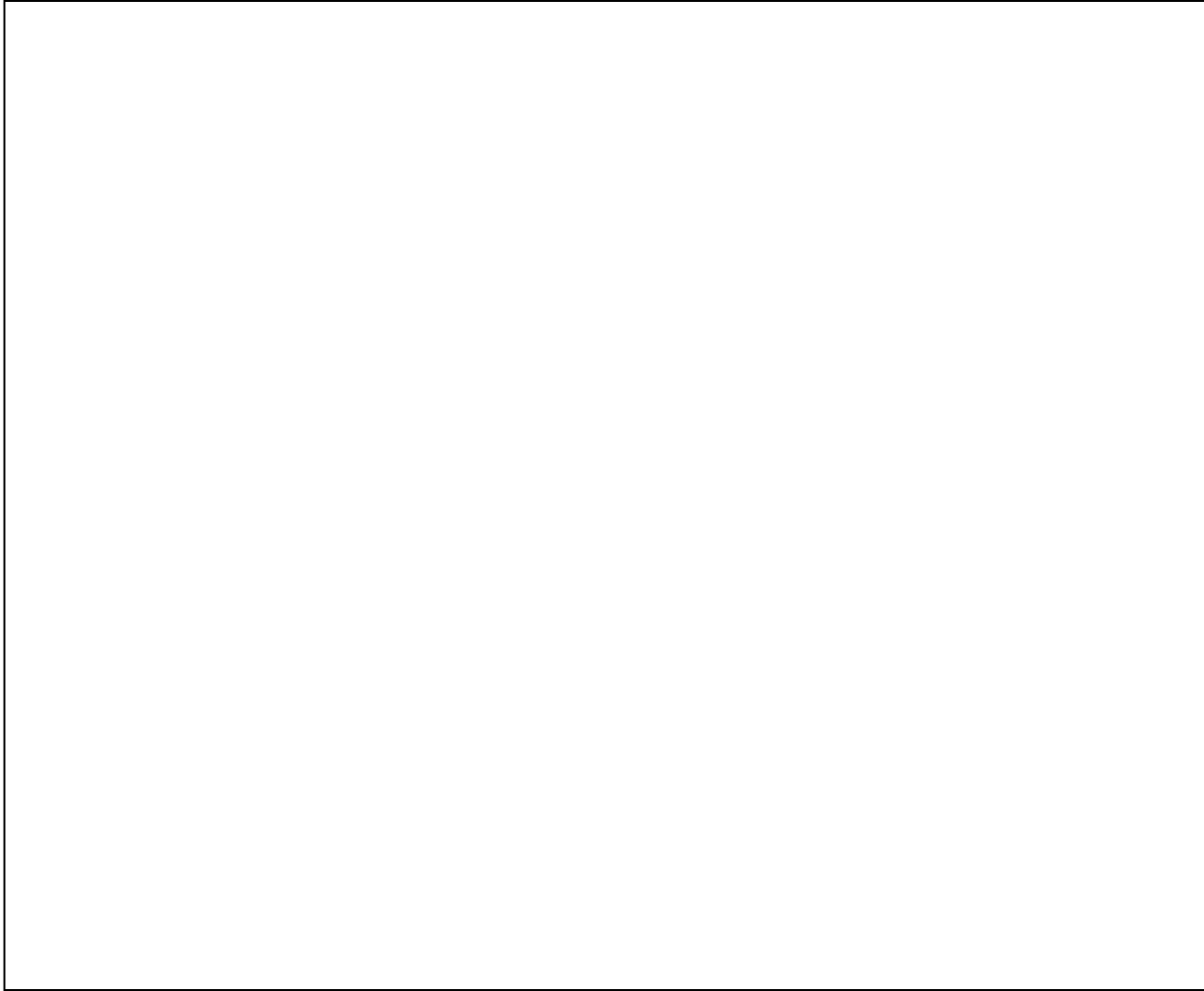
- ◆ Renter may not bring alcoholic beverages onto Park District property unless liquor insurance has been purchased through the Park District for the rental. A separate form must be filled out for liquor insurance.
- ◆ All food and drink must be kept in the area being rented; participants may not carry food/drink throughout the building.



PROGRAM ROOMS

WINDOWS

WINDOWS



MAIN DOORS TO HALLWAY

Name \_\_\_\_\_

Set Up Time \_\_\_\_\_

Type of Event \_\_\_\_\_

Time of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

Clean Up Time \_\_\_\_\_

Number of Tables \_\_\_\_\_

Number of Chairs \_\_\_\_\_

**GENEVA PARK DISTRICT**  
**Stephen D. Persinger Recreation Center**  
**3507 Kaneville Rd**  
**Geneva, IL 60134**  
**(630) 232-4501**

LIQUOR PERMIT APPLICATION

The following information is required in order for the Geneva Park District to process your liquor permit request.  
Cost of License is \$180.

Type of permit - check one:    To dispense \_\_\_\_\_    To sell\* \_\_\_\_\_

To dispense liquor this application must be completed by applicant and submitted no less than 30 days prior to the date for which the liquor permit is requested. A fee is required for liquor liability insurance whenever liquor is served in the Community Center.

\* A Liquor Liability/Dram Shop insurance policy, with standard amounts and provisions must be submitted to the Park District, which will act on the request for a permit and insurance.

**ALCOHOLIC BEVERAGES MAY NOT BE CONSUMED AT ANY PARK/PARK FACILITY OTHER THAN THE COMMUNITY CENTER, SPRC AND PECK FARM PARK, AND THEN ONLY IN DESIGNATED AREAS.**

Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Driver's License \_\_\_\_\_ Date of Event \_\_\_\_\_

Liquor will be served from \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

Expected number of persons consuming alcoholic beverages \_\_\_\_\_

Amount and type of liquor to be sold/dispensed:

\_\_\_\_\_  
\_\_\_\_\_

Give 3 references (not relatives, but responsible adults of reputable standing in their community) who have known you well in the past 5 years.

NAME	ADDRESS	PHONE
_____	_____	_____
_____	_____	_____
_____	_____	_____

The undersigned, individually and personally, shall be responsible to Geneva Park District for the conduct of persons consuming alcohol on Park premises as requested by this application. The undersigned further agrees to reimburse the Geneva Park District for all claims, costs and expenses paid by the Geneva Park District and resulting in whole or in part from the activities or actions of any of the persons consuming alcohol as requested by this application.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

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

**PDRMA'S**  
**SPECIAL EVENT PROGRAM**  
**COVERAGE INFORMATION**

Please indicate: Binder Request \_\_\_\_\_ Quote Only \_\_\_\_\_

PDRMA MEMBER REPRESENTATIVE \_\_\_\_\_

LOCATION(S) TO BE USED \_\_\_\_\_

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTACT NAME AND PHONE \_\_\_\_\_

EVENT (description, including activities and any Inflatable Devices involved) \_\_\_\_\_

DATE(S) \_\_\_\_\_ START TIME \_\_\_\_\_ END TIME \_\_\_\_\_ EXPECTED ATTENDANCE \_\_\_\_\_

WILL LIQUOR BE SOLD OR INCLUDED IN THE PRICE OF ADMISSION? YES \_\_\_\_\_ NO \_\_\_\_\_

**NOTE:** General Liability Policy (Limits \$1,000,000/2,000,000) includes Host Liquor coverage; however if alcoholic beverages will be sold or are included in the price of admission, Illinois Statutory Liquor Liability coverage must be added (see chart for additional premium charge).

**TO DETERMINE THE POLICY PREMIUMS SEE CHART**

GENERAL LIABILITY POLICY PREMIUM: \_\_\_\_\_

STATUTORY LIQUOR POLICY PREMIUM: \_\_\_\_\_

Plus Fees [including taxes] \$85 per policy, per event: \_\_\_\_\_ (non – refundable)

\_\_\_\_\_ **TOTAL COST**

PDRMA Member Representative (Please sign) \_\_\_\_\_

Fax Number or email address to be used to return confirmation/quote \_\_\_\_\_

\* **PLEASE NOTE:** In accordance with the Illinois Insurance Code it is required that the insured has full knowledge that he is being charged the Inspection/Audit Fee shown above. Depending on the event, some coverage restrictions may apply (*SEE POLICY*).

e-mail to: [pdrma@mktacss.com](mailto:pdrma@mktacss.com) or fax to: (847) 221 – 2520

**IMPORTANT** "Binder Request" must be "Approved" by Market Access before coverage is effective  
Conformation of coverage:

**APPROVED** \_\_\_\_\_ **BINDER NUMBER** \_\_\_\_\_ **DATE** \_\_\_\_\_  
Market Access Authorized Signature

**MARKET ACCESS**  
pdrma@mktacss.com  
50 Brockway Street, Suite 3-2, Palatine, IL 60067  
Phone: (847) 221-2100 Fax: (847) 221-2520

**A MARKET ACCESS PROGRAM**

Coverage provided through "Certain Underwriters at Lloyds, London" - Best's Rating: A (Excellent)

# PDRMA'S

## SPECIAL EVENT PROGRAM

Coverage provided through "Certain Underwriters at Lloyds, London" - Best's Rating: A (Excellent)

### **CLASSES**

<u><b>PARTIES</b></u>		<u><b>EVENTS</b></u>	
Anniversary	B	Auctions	A
Bar Mitzvah	B	Banquets	A
Christening	B	Beauty Pageants	A
Birthday	B	Bingo	A
Company Outings	B	Body Building	A
Dances (other than teen)	B	Easter Egg Hunts	A
Graduation	B	Graduation Ceremonies	A
Picnics	B	Hikes	A
Retirement	B	Walk-a-thons	A
Reunion	B		
Weddings	B		
		<u><b>THEATER</b></u>	
		Movies	A
		Theatrical Performances	A
<u><b>SHOWS</b></u>		<u><b>MISCELLANEOUS</b></u>	
Antique	A	Concerts	Refer
Craft	A	Fairs/Festivals	Refer
Dog/Cat	A	Parades up to 1500	Refer
Farmers Markets	A	Parades over 1500	Refer
Fashion	A	Political Meetings	Refer
Fishing/Hunting/Sports	A	Fishing Contests	Refer
Flower	A	Flea Markets/Sidewalk Sales	Refer
Trade	A	Fund Raisers	Refer
Vacation	A	Haunted House/Pumpkin Patch	Refer
		Hay/Sleigh Rides	Refer
<u><b>MEETINGS</b></u>		Sports (spectator liability for games, marathons, tournaments, etc.)	Refer
Business	A		
Club	A		
Lectures/Seminars	A		
Religious	A		

Set up &/or Tear Down days necessary – additional charge of \$55 per day applies  
Any event with Inflatable Devices (e.g. moon walks, etc.) additional charge of \$55 each applies

**NOTE:** General Liability Policy (Limits \$1,000,000/2,000,000) includes Host Liquor coverage; however if alcoholic beverages will be sold or are included in the price of admission, Illinois Statutory Liquor Liability coverage must be added (see chart for additional premium charge).

### **PREMIUMS**

<u>Attendance</u>		<u>General Liability Policy</u>	<u>Statutory Liquor Policy</u>
1 - 100	<b>ALL CLASSES</b>	\$ 85 Per Day *	\$ 75 Per Day*
101 - 500	<b>ALL CLASSES</b>	\$ 105 Per Day *	\$125 Per Day*
501 - 3000	<b>GROUP A</b>	\$ 140 Per Day *	\$175 Per Day*
501 - 3000	<b>GROUP B</b>	\$ 330 Per Day *	\$225 Per Day*
OVER 3000 & REFER GROUP		SUBMIT FOR QUOTE	SUBMIT FOR QUOTE

\* Plus Fees [including taxes].....\$ 85 per policy, per event (non refundable)

Depending on the event, some coverage restrictions may apply (SEE MASTER POLICY)

**IMPORTANT** "Binder Request" must be "Approved" by Market Access before coverage is effective

#### **MARKET ACCESS**

pdrma@mktacss.com  
50 Brockway Street, Suite 3-2, Palatine, IL 60067  
Phone: (847) 221-2100 Fax: (847) 221-2520



## Planning Environmentally Aware Events/Meetings

### Materials/Supplies:

The best way to deal with waste is not to create it in the first place. Determine what materials are needed at your event and consider ways to reduce the amount used.

- Use electronic communication for meeting invitations, packets or other communications if possible.
- Let participants know that you are greening the meeting/event and encourage their participation.
- Use paper with a minimum 30% post-consumer content and print on both sides.
- Reduce the amount of paper distributed by purging duplicate addresses from mailing lists. Encourage the use of electronic communication.
- Encourage the use of reusable items.
  - name tags, binders, grease boards
  - provide reusable containers for handouts or packets. (file folders, binders)

### Disposables:

- Serve beverages in bulk recyclable containers
  - Water in pitchers
- Provide mugs or glasses or encourage guests to bring their own.
- If reusable containers are not an option, choose beverages in recyclable packaging.
  - glass
  - aluminum cans
  - #1/#2 plastic
- Use cloth or sturdy plastic tablecloths that can be cleaned and reused.
- Serve condiments (sugar, salt, and creamer) in bulk containers.
- Avoid plastic coffee stirrers, straws and toothpicks. Use silverware.
- Use cloth napkins or those made from 80% post-consumer recycled content.
- Do not use disposable plates, cups, silverware and napkins.
- Use china plates instead of paper or plastic.
- If food is served serve finger foods that aren't individually wrapped.
- Offer sustainable/seasonal/local/organic foods if available.

### Recycling:

- Recycle paper, glass, metal, cardboards, and plastics.





*Rental Fees for the Geneva Park District*

ROOM AND GYM COURT RENTALS

	<u>In-District</u>	<u>Out-of-District</u>
<b><u>Security Deposit</u></b>	\$50	\$50
<b>Gym (per court)</b>	\$50 per hour	\$75 per hour
<b>Batting Cage</b>	\$50 per hour	\$75 per hour
<b>Program Rooms</b> (201, 202, 203 or 204)		
Weekdays	\$30 per hour	\$50 per hour
Weekends/Holidays	\$50 per hour	\$70 per hour
<b>Community Room</b> (201 and 202)		
Weekdays	\$50 per hour	\$95 per hour
Weekends/Holidays	\$70 per hour	\$105 per hour
Kitchen	\$15 per rental	\$15 per rental

Fees subject to change.

Higher rates apply for after-hours rentals. Higher security deposits may apply depending on the nature of the rental.

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