

**VILLAGE OF PALOS PARK  
RECREATION DEPARTMENT  
8901 West 123<sup>rd</sup> Street, (708) 671-3760**

**RENTAL FEE STRUCTURE**

**Facility Rental Fees**

Type of Rental	Resident	Non-Resident
Gym (150 max.)	\$25/hour	\$30/hour
Multipurpose Room (75 max.)	\$20/hour	\$25/hour
Multipurpose Room + Kitchen	\$25/hour	\$30/hour
Multipurpose Room + Gym	\$40/hour	\$50/hour
Classroom/Council Room	\$15/hour	\$20/hour
West Office	\$10/hour	\$12/hour
Outdoor Picnic Shelter (Including use of indoor bathrooms)		
0-50 people	\$15/hour	\$20/hour
50 + people	\$25/hour	\$30/hour

**Set-up Fees**

There will be an additional one hour flat fee of \$15 for residents and \$20 for non-residents charged to the renter for the set-up and take down of a party rental. For the use of the sound system, there is a flat fee of \$20. These charges will be added to the final payment that is due one week prior to the rental date. All checks should be made payable to the Village of Palos Park.

**Security Deposit**

In cases of the building being used for special events, parties, and fund raisers, a \$150 (cash or certified check) refundable security deposit is required with the rental request. Security deposits will be refunded within 10 days after the scheduled event if the building is found in a reasonable and satisfactory condition. The renter forfeits the security deposit or a portion thereof for any damage to the building, fixtures and equipment, or any excess Village staff time required due to clean up. If restoration costs incurred by the Village exceed the security deposit, the responsible party will be assessed further charges.

**Indoor Services**

The building attendant will set-up your event according to the diagram drawn on the Indoor Facility Rental Form. There are 4 round tables, 4-8' long tables, 2-rolling 10' tables, and 1-6' long table available for usage.

**Cancellation Policy**

The Recreation Department must be contacted within 48 hours of the scheduled event for cancellation of the rental request. The Village of Palos Park reserves the right to cancel the scheduled event in cases of emergency or hazardous situations.