

FACILITY RENTAL FEE STRUCTURE

Type of Rental	Resident	Non-Resident
Gymnasium (Max. depends on event)	\$30/hour	\$38/hour
Multipurpose Room (100 max. seating)	\$24/hour	\$30/hour
Multipurpose Room + Kitchen	\$30/hour	\$38/hour
Multipurpose Room + Kitchen/ Gymnasium	\$48/hour	\$64/hour
Meeting Room	\$20/hour	\$25/hour
Outdoor Picnic Shelter (Including use of indoor bathrooms)		
0-50 people	\$20/hour	\$25/hour
51-100 people	\$30/hour	\$38/hour
Game Supervision (w/gym rental - 2 Hour Minimum)	\$20/hour	\$20/hour
Popcorn Machine (Supplies included up to 50 people)	\$35/event	\$35/event
Sound System	\$25/event	\$25/event

Set-up Fees

There is an additional fee of \$20 for residents and \$25 for non-residents for the set-up, takedown, and clean up of a rental. These charges will be added to the rental. All checks should be made payable to the Village of Palos Park.

Security Deposit

A \$150 (cash or check) refundable security deposit is required with the rental request. Credit card payments are not allowed for security deposits. Security deposits will be refunded by check within 3-4 weeks 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

There are 22-8' tables, 2-rolling 10' tables, and 5-6' tables available for use. Events are set-up according to the diagram drawn on the Indoor Facility Rental Form. Chairs and tables are available for indoor rentals only.

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.