

## FACILITY RENTAL FEE STRUCTURE

| <b>Type of Rental</b>   | <b>Resident</b> | <b>Non-Resident</b> |
|---|-----------------|---------------------|
| Gymnasium<br>(Max. depends on event)                          | \$30/hour       | \$36/hour           |
| Multipurpose Room<br>(100 max. seating)                       | \$24/hour       | \$30/hour           |
| Multipurpose Room + Kitchen                                   | \$30/hour       | \$36/hour           |
| Multipurpose Room + Gymnasium                                 | \$48/hour       | \$60/hour           |
| Meeting Room  | \$18/hour       | \$24/hour           |
| Outdoor Picnic Shelter<br>(Including use of indoor bathrooms) |                 |                     |
| 0-50 people   | \$18/hour       | \$24/hour           |
| 51-100 people   | \$30/hour       | \$36/hour           |

### Set-up Fees

There will be an additional one hour flat fee of \$18 for residents and \$25 for non-residents charged to the renter for the set-up, take down, and clean up of a party rental. For the use of the sound system, there is a flat fee of \$25. 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

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

The building attendant will set-up your event according to the diagram drawn on the Indoor Facility Rental Form. There are 14-8' long tables, 2-rolling 10' tables, and 6-6' long tables available for usage for indoor rentals. 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.