



VILLAGE OF PALOS PARK

8999 W. 123rd Street
 Palos Park, Illinois 60464
 www.palospark.org

Village Council
 Mayor John Mahoney
 Village Clerk Marie Arrigoni
 Commissioner Kent Oliven
 Commissioner Dan Polk
 Commissioner Nicole Milovich-Walters
 Commissioner G. Darryl Reed

MEETING OF: November 12, 2012	7:30 p.m.	Kaptur Administrative Center
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AGENDA MATTER:

Approval of rental fees and changes to rental regulations for the Recreation Department.

BACKGROUND/HISTORY:

Research was conducted on rental fees being charged in surrounding agencies for meeting rooms, gymnasiums, multi purpose spaces and kitchens to compare our rental fee structure. Utilizing the communities of Worth, Palos Heights, Oak Brook Terrace, and Frankfort, based on population or location to Palos Park. Our rental fee structure proved to be lower or the same.

Staff recommends a slight increase to resident rate, combine rental options, include a ball field fee and a Holiday percentage increase. Applying the formula that was approved for keeping rates consistent for our residents, unincorporated Palos Park neighbors and non –residents, the rental fees are listed below.

Type of Rental - Minimum of 2 hours	Resident		60464 UPp	Non-Res.	
	Proposed	Old Rate		Proposed	Old Rate
Gymnasium (150 max.)	\$35/hour	\$30/hour	\$43.75/ hour	\$52.50/hour	\$38/hour
Multipurpose Room (100 max.) Kitchen included	\$40/hour	\$24/hour	\$55/hour	\$60/hour	\$30/hour
		\$30/hour			\$38/hour
Multipurpose Room & Gymnasium	\$50/hour	\$48/hour	\$65/hour	\$70/hour	\$64/hour
Meeting Room (50 max)	\$25/hour	\$20/hour	\$31.25/hour	\$37.50/hour	\$24/hour
Outdoor Picnic Shelter - All group sizes	\$35/hour	\$20/hour (50)	\$43.75/hour	\$52.50/hour	\$25/hour (50)
		\$30/hour (100)			\$38/hour (100)
Ball field	\$25/hour	\$15/hour	\$31.25/hour	\$37.50/hour	\$20/hour
Game Supervision (w/gym rental) 2 Hour Minimum	\$25/hour	\$20/hour	\$31.25/hour	\$37.50/hour	\$20/hour
Popcorn Machine (Supplies included up to 25 people) Additional supplies in quantities of 10 (\$10)	\$35/event	\$35 included product for 50 people and worker	\$43.75/event	\$52.50/event	\$35 included product for 50 people and worker
Sound System	\$25/event	\$25/event	\$31.25/event	\$37.50/event	\$25/event
Holiday Rental – 50% higher than fee listed		N/A			N/A

Changes to rental regulations:

1. Rental requests will be taken up to two week prior the date.
2. Require a minimum of 2 rental hours.
3. Security deposit can be made with credit card.
4. Final payment due two weeks prior the rental.
5. Insurance needed if serving alcohol according to Village Code 800.25.
6. Police needed if the party is 500 or more in attendance.
7. Eliminated the request for a ratio count of adults to youth.
8. A Holiday fee of 50% over the regular rental fee listed.
9. Insurance needed for outside vendors to include but not limited too:
DJ's, attractions, entertainment, tents and caterers

STAFF RECOMMENDATION:

Staff recommends that the new rental fee structure and the additions/deletions from the rental regulations be approved.

RECOMMENDED MOTION:

I move to approve the new rental fee structure and rental regulations for the Recreation Department facilities.



VILLAGE OF
PALOS PARK

RECREATION AND PARKS DEPARTMENT

8901 West 123rd Street, (708) 671-3760

Indoor Facility Rental Form

(Must be submitted 14 days in advance of event)

Name of Individual/Organization: _____

Date or Dates Requested: _____

Scheduled Time of Event: _____ Purpose: _____

Anticipated Attendance: _____

Facilities Desired:

Multipurpose Room _____ Gym _____ Meeting Room _____

Please draw diagram of set-up desired.

of tables: _____

of chairs: _____

Special Comments: _____

Hold Harmless Clause

I/We, the undersigned, do hereby agree to hold harmless, defend and indemnify Village of Palos Park, its officials, employees and agents, in whole or part, with respect to any and all claims, and expense incurred for property damage, bodily injury, or wrongful death arising in connection with the use by such license of the facilities of said Village of Palos Park. The undersigned fully understands that this release not only covers bodily injuries, but also covers a full release of all doctor's and hospital bills.

If required by the Village of Palos Park, I/We shall obtain general/commercial liability insurance in a form and with a company acceptable to the Village. I/We agree to assume personal responsibility for proper use of the above named facilities.

Signature: _____ Date: _____

Print Name: _____ Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Phone Number _____ E-Mail _____

Office Use Only

Approved By: _____ Date: _____

Fee Charged: _____ Check/Cash/Credit/Card: _____

Deposit Amount Paid: _____ Check/Cash/Credit Card: _____

If required, general/commercial liability insurance: _____

Comments: _____



RECREATION AND PARKS DEPARTMENT

INDOOR FACILITY RENTAL REGULATIONS

1. Applicants must show proof of residency to receive resident rates.
2. The signor of the contract, who must be 21 years of age or older, is held directly responsible by the Village for the supervision of the event participants during the license period.
3. A \$150 security deposit is required upon receipt of permit application.
 - a. Security deposits will be refunded within 3-4 weeks after the scheduled event if upon inspection the building is found in a reasonable and satisfactory condition.
 - b. The building attendant on duty is required to complete a rental checklist concerning the usage of the facility before and after the scheduled event.
 - c. The renter is responsible to the Village for any damages to the building and its facilities. Any repair and labor costs resulting from breakage or loss will be deducted from the security deposit. Costs incurred greater than the security deposit will be charged to the renter.
4. Final payment is due two weeks prior to the date of event. Checks made out to Village of Palos Park
5. All outside companies need to supply the Village with a certificate of insurance citing the Village of Palos Park additionally insured. Document needs to accompany the final payment. i.e. DJ's, attractions, entertainment tents and caterers
6. While decorations are allowed, they must not deface or damage any portion of the room. All items holding the decorations in place must be removed.
7. A Holiday fee of 50% over the stated rental fee will be implemented to rental requests based on staffing availability.
8. Any kitchen equipment used by the rental groups must be cleaned and put back into appropriate location.
9. Refreshments are not allowed in gym area. All food and drinks must remain in the lower level.
10. Only areas and equipment specified in the rental agreement will be available for use.

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RECREATION AND PARKS DEPARTMENT

INDOOR FACILITY RENTAL REGULATIONS cont.

11. The facility will not be available until time stated on rental agreement. If time is needed for decorating, it must be included in the scheduled time on the rental agreement.
12. Any group that violates or allows violations of the rules and regulations will be denied future rental of the facility and loss of security deposit.
13. Smoking and gambling are not permitted.
14. If necessary, traffic control may be required with costs to be reimbursed to the Village.
15. The local police are to be allowed access to all activities held in Village facilities.
16. The Village of Palos Park reserves the right to cancel the scheduled event in cases of emergency or hazardous situations.
17. The sale, service or consumption of alcoholic beverages shall be prohibited unless the proper authorization therefore is applied for and granted in accordance with the following Section from the Palos Park Village Code:

A. 808.25 SERVICE ON VILLAGE PROPERTY

The Mayor, as the local Liquor Control Commissioner, is hereby authorized to permit the service of alcoholic beverages on Village property upon the following conditions:

- a. The organization requesting the permission is a civic, charitable, fraternal or other type of organization and not a commercial or business organization.
 - b. Statutory dram shop insurance is obtained and a temporary liquor license is obtained.
 - c. Supervision is adequately provided to assure compliance with State liquor laws.
 - d. The Police Department has complete access to the event or function and authority to terminate said function if any violation of State or Village laws is evident. (Ord. 1993-31. Passed 8-23-93.)
- B. Where a charge is to be imposed for the alcoholic beverages that are to be served and consumed, a Class E limited or Temporary Special Event Liquor License must be obtained from the Village in accordance with Chapter 808 of the Village Code, and a Special Event Retailer's Liquor License (not for profit) [235 ILCS 5/5-1 (e)] or Special Use Permit Liquor License [235 ILCS 5/5-1 (q)], as the case may be, must be obtained from the Illinois Liquor Control Commission.



RECREATION AND PARKS DEPARTMENT

OUTDOOR FACILITY PERMIT REGULATIONS

1. Applicants must show proof of residency to receive resident rates.
2. The signor of the contract, who must be 21 years of age or older, is held directly responsible by the Village for the supervision of the event participants during the license period.
3. A \$150 security deposit is required upon receipt of permit application.
 - a. Security deposits will be refunded within 3-4 weeks after the scheduled event if upon inspection the Village grounds and structures are found in a reasonable and satisfactory condition.
 - b. The organization or group utilizing the park area is entirely responsible for debris, litter removal, and deposit of all garbage in the provided garbage receptacles on site.
 - c. Failure to compensate the Village for incurred expenses resulting from damage or debris clean up will prohibit the individual/organization from future usage of Village grounds and facilities. Debris removal will be deducted from the security deposit
4. Permit holder must make final payment two weeks prior to the date of event. Checks should be made payable to Village of Palos Park.
5. Permit use is for the specified park area only and is limited to park boundaries.
6. Gambling is prohibited on park premises.
7. Use of fireworks is prohibited.
8. Erection of tents/canopies must be approved in advance by the Recreation Department.
9. All outside companies need to supply the Village with a certificate of insurance citing the Village of Palos Park additionally insured. Document needs to accompany the final payment. i.e. DJ's, attractions, entertainment tents and caterers
10. Roadways must remain passable at all times during the outdoor special event and the event must not have an adverse effect on the traffic patterns or the movement of emergency vehicles.
11. If necessary, traffic control may be required with costs to be reimbursed to the Village.
12. All events over 500 attendees are required to hire 1 police officer, if serving alcohol, 2 police officers. The Recreation Department will assist in obtaining the police for the event and charge according to Level C pay grade.
13. A Village-authorized electrical inspection may be made prior to the start of any outdoor park event. **The Village has the sole right to choose the electrical inspector and cancel an event if hazardous conditions are reported.**

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VILLAGE OF

PALOS PARK

RECREATION AND PARKS DEPARTMENT

OUTDOOR FACILITY PERMIT REGULATIONS cont.

14. Organizations or groups are not allowed to charge admissions or activity fees unless authorized by the Palos Park Village Council.
15. All decorations, banners, and temporary signs must be removed immediately following the outdoor special event. No decoration/banners can be applied to the building or structures. Security Deposit will be charged if staff needs to remove event decorations.
16. A Holiday fee of 50% over the stated fee will be implemented to rental requests based on staff availability.
17. The sale, service or consumption of alcoholic beverages shall be prohibited unless the proper authorization therefore is applied for and granted in accordance with the following Section from the Palos Park Village Code:
 - A. **808.25 SERVICE ON VILLAGE PROPERTY**

The Mayor, as the local Liquor Control Commissioner, is hereby authorized to permit the service of alcoholic beverages on Village property upon the following conditions:

 - a. The organization requesting the permission is a civic, charitable, fraternal or other type of organization and not a commercial or business organization.
 - b. Statutory dram shop insurance is obtained and a temporary liquor license is obtained.
 - c. Supervision is adequately provided to assure compliance with State liquor laws.
 - d. The Police Department has complete access to the event or function and authority to terminate said function if any violation of State or Village laws is evident. (Ord. 1993-31. Passed 8-23-93.)
 - B. Where a charge is to be imposed for the alcoholic beverages that are to be served and consumed, a Class E limited or Temporary Special Event Liquor License must be obtained from the Village in accordance with Chapter 808 of the Village Code, and a Special Event Retailer's Liquor License (not for profit) [235 ILCS 5/5-1 (e)] or Special Use Permit Liquor License [235 ILCS 5/5-1 (q)], as the case may be, must be obtained from the Illinois Liquor Control Commission.



VILLAGE OF
PALOS PARK

RECREATION AND PARKS DEPARTMENT
8901 West 123rd Street, (708) 671-3760

Permit for Use of Outdoor Facilities
(Must be obtained 14 days in advance of event)

Name of Individual/Organization: _____

Date or Dates Requested: _____ Scheduled Time of Event: _____
(Set up and take down time must be included)

Anticipated Number: _____

Purpose: _____

Special Facilities Requested: _____
(ie. Ball field, tennis courts, picnic shelter, sand volleyball)

Permit holder request items to bring to site: _____
(ie. tents, canopies, barbeque grill, jumpy jump)

Special Comments: _____

Hold Harmless Clause

I/We, the undersigned, do hereby agree to hold harmless, defend and indemnify Village of Palos Park, its officials, employees and agents, in whole or part, with respect to any and all claims, and expense incurred for property damage, bodily injury, or wrongful death arising in connection with the use by such license of the facilities of said Village of Palos Park. The undersigned fully understands that this release not only covers bodily injuries, but also covers a full release of all doctor's and hospital bills.

If required by the Village of Palos Park, I/We shall obtain general/commercial liability insurance in a form and with a company acceptable to the Village. I/We agree to assume personal responsibility for proper use of the above named facilities.

Signature: _____ Date: _____

Print Name: _____ Organization: _____

Address: _____

Contact Phone Number _____ Email _____

Office Use Only

Approved By: _____ Date: _____

Fee Charged: _____ Check/Cash: _____

Deposit Amount Paid: _____ Check/Cash: _____

If required, general/commercial liability insurance: _____

Remarks: _____

Comparison Facility Rental Rates

Agency	Address	City	State	Zip	Phone	Gymnasium		Multi-Purpose Room		Kitchen	
						Res. Rate	NR Rate	Res. Rate	NR Rate	Res. Rate	NR Rate
Palos Park Recreation Department	8901 West 123rd Street	Palos Park	IL	60464	(708) 671-3760	\$ 30.00	\$ 38.00	\$ 24.00	\$ 30.00	\$ 6.00	\$ 8.00
Addison Park District	120 East Oak Street	Addison	IL	60101	(630) 833-0100	\$ 75.00	\$ 85.00	\$ 55.00	\$ 65.00	\$ 25.00	\$ 30.00
Barlett Park District	700 South Barlett Road	Barlett	IL	60103	(630) 540-4800	\$ 75.00	\$ 95.00	\$ 40.00	\$ 50.00		
Batavia Park District	327 West Wilson Street	Batavia	IL	60510	(630) 406-5282	\$ 40.00	\$ 80.00	\$ 30.00	\$ 70.00		
Yorkville Recreation Department	101 South Illinois Street	Belleville	IL	62220	(618) 233-6810	\$ 30.00		\$ 30.00			
Normal Township Park District	1451 North E. Road	Kankakee	IL	60901	(815)833-9905			\$100 (2 hrs)	\$150 (2 hrs)	\$30 (10 Add \$40(15 Ad)	
Burr Ridge Park District	15W400 Havester Drive	Burr Ridge	IL	60527	(630) 920-1969			\$ 40.00	\$ 60.00		
Butterfield Park District	21 West Butterfield Road	Lombard	IL	60148	(630) 856-2229	\$ 30.00	\$ 30.00	\$ 40.00	\$ 55.00		
Champaign Park District	706 Kenwood Road	Champaign	IL	61821	(217) 398-2550			\$ 40.00		\$ 35.00	
Coloma Township Park District	508 East 11th Street	Rock Falls	IL	61071	(815) 625-0272			\$ 30.00			
Community House	415 West Eighth Street	Hinsdale	IL	60521	(630) 323-7500	\$105 weekday \$195 weekend		\$ 30.00		\$ 30.00	
Des Plaines Park District	2222 Birch Street	Des Plaines	IL	60018	(847) 391-5700	\$ 120.00	\$ 170.00	\$50 weekday \$95 weekend	\$ 96.00	\$ 30.00	\$ 60.00
Downers Grove Park District	2455 Warrenville Road	Downers Gro	IL	60515	(630) 963-1304	57/Small gym	108/lrg gym	\$ 48.00	\$ 96.00	\$ 30.00	\$ 45.00
Fox Valley Park District	555 South Eola Road	Aurora	IL	60504	(630) 851-8990	\$ 80.00	\$ 120.00	\$ 60.00	\$ 125.00		
Frankfort Park District	140 Oak Street	Frankfort	IL	60423	(815)469-9400	\$ 60.00	\$ 120.00	\$ 60.00	\$ 120.00		
Frankfort Square Park District	7540 West Braemar Lane	Frankfort	IL	60423	(815) 469-3524			\$265/5 hour	\$365/5 hour	Included	Included
Kankakee Valley Park District	175 South Wall Street	Kankakee	IL	60901	(815) 939-1131			\$175 per day	\$ 76.00	\$ 125 per day	
La Grange Park District	536 East Avenue	La Grange	IL	60525	(708) 352-1762	\$ 70.00	\$ 88.00	\$ 60.00	\$ 76.00	\$ 10.00	
Lockport Park District	1911 South Lawrence	Lockport	IL	60148	(815) 838-1183	\$25/\$30	\$40/\$60	\$ 35	\$ 60		
Lombard Park District	820 South Finley Road	Lombard	IL	60148	(630) 620-7322			\$ 55.00	\$ 71.00		
Marengo Park District	825 Indian Oaks Trail	Marengo	IL	60152	(815) 568-5126			\$ 30.00	\$ 45.00	\$ 46.00	\$ 46.00
Medinah Park District	22W130 Thomdale Avenue	Medinah	IL	60157	(630) 893-2560	\$ 35.00	\$ 45.00	\$ 30.00	\$ 40.00		
Naperville Park District	320 West Jackson Avenue	Naperville	IL	60540	(630) 848-5000	\$83/\$300 Deposit		\$80/\$100 deposit			
New Lenox Park District	One West Manor Drive	New Lenox	IL	60451	(815) 485-3584			\$ 65.00	\$ 100.00		
Niles Park District	6676 West Howard Street	Niles	IL	60714	(847) 967-6633			\$ 30.00	\$ 45.00		
Oakbrook Terrace Park District	1 South 325 Ardmore Ave	Oakbrook Ter	IL	60181	(630) 627-6100			\$ 100.00	\$ 175.00		
Olympia Fields Park District	20712 Western Avenue	Olympia Field	IL	60461	(708) 481-7313			\$ 30.00	\$ 60.00		
Orland Park Parks and Recreation	14700 Park Lane	Orland Park	IL			\$40	\$50		\$60.00		
Palos Heights Recreation Dept	6604 West 127th Street	Palos Hts	IL	60463	(708) 361-1807	\$30	\$50	\$ 20	\$40	\$10	\$20
Plainfield Park District	23729 West Ottawa Street	Plainfield	IL	60544	(815) 436-8812			\$ 50.00	\$ 75.00		
Pleasant Dale Park District	7425 South Wolf Road	Burr Ridge	IL	60527	(630) 662-6220	\$ 100.00	\$ 200.00	\$ 40.00	\$ 80.00		
River Trails Park District	1500 East Euclid Avenue	Mount Prosp	IL	60056	(847) 255-1200	\$ 80.00	\$ 72.00	\$ 30.00	\$ 36.00	\$ 10.00	\$ 10.00
Romeoville Parks and Recreation Dep	900 West Romeo Road	Romeoville	IL	60446	(815) 886-6222	\$ 48.00	\$ 72.00	\$ 48.00	\$ 72.00		
Roselle Park District	555 West Bym Mavr Ave	Roselle	IL	60172	(630) 894-4200	\$ 60.00	\$ 85.00	\$ 60.00	\$ 85.00	N/C	N/C
Schaumburg Park District	225 East Beech Drive	Schaumburg	IL	60193	(847) 985-2115	\$ 52.00	\$ 75.00	\$ 40.00	\$ 60.00	\$ 20.00	\$ 30.00
Thornton Recreation Department	701 Highland Avenue	Thornton	IL	60476	(708) 877-4454			\$80/3 hours	200/3 hours		
Triley Park Park District	8125 West 171st Street	Triley Park	IL	60477	(708) 342-4200	\$80	\$120	\$ 50.00	\$ 75.00	\$ 10.00	\$ 15.00
Urbana Park District	1505 North Broadway	Urbana	IL	61801	(217) 384-4062	\$50 first hour, \$2	\$100 first hour, \$	\$25-50 room dependant			
Veron Hills Park District	294 Evergreen Drive	Veron Hills	IL	60061	(847) 996-6800	\$ 80.00		\$100 w/kitchen			
Worth Park District	0N020 County Farm Road	Worth	IL	60190	(630) 653-3811	\$ 50.00	\$ 150.00	\$ 27.00	\$ 35.00		
Worth Park District	11500 South Beloit	Worth	IL	60482	(708) 448-7080	\$ 75.00	\$ 95.00	\$ 50.00	\$ 75.00	\$ 25.00	\$ 25.00

Comparison Facility Rental Rates

Agency	Classroom/Meeting Room		Setup Fees		Standard		Security Deposit		Outdoor Rental
	Res. Rate	NR Rate	Res. Rate	NR Rate			Large Rental		
Palos Park Recreation Department	\$ 20.00	\$ 25.00	\$ 20.00	\$ 25.00	\$ 150.00	\$ 150.00	\$ 150.00	\$ 150.00	150.00
Addison Park District	NA	NA			\$ 100.00	\$ 50.00	\$ 50.00	\$ 50.00	50.00
Bartlett Park District					\$ 50.00	\$ 250.00	\$ 250.00	\$ 250.00	250.00
Batavia Park District	\$ 30.00	\$ 70.00			\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	250.00
Channahon Recreation Department	\$ 15.00								
Channahon Township Park District	\$ 40	\$ 55							
Clinton Ridge Park District	\$ 25.00	\$ 40.00	\$ 20		\$ 50 up to 50 people	\$ 100 up to 96 people	\$ 200 for >98		
Buttenfield Park District	\$ 25.00	\$ 35.00							
Champaign Park District	\$ 40.00		\$ 50.00		\$ 100.00				
Coloma Township Park District									
Community House	\$ 25.00								
Des Plaines Park District	\$ 24.00	\$ 48.00							
Dowmers Grove Park District	\$ 18.00	\$ 27.00			\$ 100.00	\$ 125.00			
Fox Valley Park District	\$ 50.00	\$ 80.00			\$ 100.00				
Frankfort Park District	\$ 20.00	\$ 35.00	\$ 100.00	\$ 100.00	\$ 120 Res/\$240 NR			75R/150NR - Day	
Frankfort Square Park District					\$ 150.00	\$ 150.00			
Kankakee Valley Park District					\$ 250.00				
La Grange Park District	\$ 30.00	\$ 38.00			\$ 100 non-refundable	\$ 200 w/alcohol	\$ 10R/\$20NR/hour		
Lockport Park District	\$ 15	\$ 30			\$ 100			Various rates	
Lombard Park District	\$ 35.00	\$ 44.00			\$ 50.00			100.00	
Marengo Park District	\$ 16.00	\$ 24.00			\$ 100.00				
Medinah Park District	\$ 15.00	\$ 25.00			\$ 20.00				
Naperville Park District	\$ 50.00								
New Lenox Park District	\$ 45.00				\$ 50.00				
Niles Park District									
Oakbrook Terrace Park District	\$ 20.00	\$ 35.00			\$ 100.00	\$ 200.00			
Olympia Fields Park District	\$ 35.00	\$ 50.00			\$ 150.00	\$ 150.00			
Orland Park Parks and Recreation	\$ 35	\$ 50	\$ 30	\$ 60	\$ 150.00	\$ 150.00			
Palos Heights Recreation Dept	\$ 15	\$ 30			\$ 100			25R/50NR	
Plainfield Park District					\$ 150.00				
Pleasant Dale Park District	\$ 20.00	\$ 40.00			\$ 50.00				
River Trails Park District	\$ 25.00	\$ 30.00			\$ 50.00				
Romeoville Parks and Recreation Dept	\$ 28.00	\$ 42.00			\$ 50.00				
Roselle Park District	\$ 35.00	\$ 60.00	\$ 30.00	\$ 30.00	\$ 50.00			60R/80NR/4 hours	
Schaumburg Park District	\$ 14.00	\$ 48.00			\$ 50.00				
Thornton Recreation Department					\$ 50.00				
Tinley Park Park District					\$ 75.00				
Urbana Park District					\$ 200.00				
Wheaton Hills Park District	\$ 40.00				\$ 25.00	\$ 50.00			
Winfield Park District					\$ 100.00				
Worth Park District	\$ 25.00	\$ 35.00			\$ 100.00			75.00 (4 hours)	

Comparison Facility Rental Rates

Agency	Notes
Palos Park Recreation Department	Fee charged is per hour. No minimum number of hours. MPR, Kit. & Gym can be combined for \$48R/\$64NR
Addison Park District	Rates are hourly
Bartlett Park District	Rates are hourly
Batavia Park District	Rates are hourly
Caryville Recreation Department	Higher initial charge, lower add'l hr chges. Various locations and themed parties.
Carmel Ridge Park District	Fees due 14 days before rental.
Butterfield Park District	Holiday rates available. NR Rates 50% higher
Champaign Park District	No rainout refunds. Only outdoor rentals available.
Coloma Township Park District	
Community House	
Des Plaines Park District	Fees increase with parties over 100 people.
Downers Grove Park District	Residents 10% discount: \$30 per hour add'l fee for extra time after hours
Fox Valley Park District	All rates are for weekends only
Frankfort Park District	Gym, Classroom, & Multipurpose Room have 2 hour minimums
Frankfort Square Park District	Deposit not refunded if rental is canceled.
Kankakee Valley Park District	
La Grange Park District	Coffee pots available \$10-doesn't include cups or coffee.
Lockport Park District	No Alcohol Allowed
Lombard Park District	Weekend rates shown
Marengo Park District	
Medinah Park District	\$25 Cancellation Fee
Naperville Park District	No Alcohol
New Lenox Park District	
Niles Park District	
Oakbrook Terrace Park District	
Olympia Fields Park District	
Orland Park Parks and Recreation	Credit card must be used for deposit. If renter exceeds time, fee doubles for extra time.
Palos Heights Recreation Dept	Rental for Gazebo. Any questions should be directed to Linda Bauer
Plainfield Park District	
Pleasant Dale Park District	
River Trails Park District	
Romeoville Parks and Recreation Dept	No Alcohol. Deposit & Rental Fee must be paid when rental request is made.
Roseville Park District	\$10 fee to reschedule a rental date. Full payment required for reservation
Schaumburg Park District	Cash only for NR. \$10 Staffing Fee Sat & Sun, Rental includes 16 chairs & 2 tables. Add'l 8 chairs & table \$6 each
Thornton Recreation Department	Credit Card required for rental.
Tinley Park Park District	Credit Card required for rental.
Tribana Park District	
Union Hills Park District	Rates listed for only residents-proof of residency required.
Woodfield Park District	Credit Card Required for deposit. 2 weeks advance notice required.
Worth Park District	Outdoor is \$150 if over 4 hours.