



# Darien Sportsplex

Hockey • Ice Skating • Soccer • Room Rentals

451 Plainfield Rd • Darien, IL 60561

Tel: 630-789-6666 • Fax: 630-789-4803 • www.darienparks.com

**Balance and  
Damage/Late Exit  
Deposit Due Date:**  
\_\_\_\_\_

## Facility Use Agreement

Name (Personal or Group): \_\_\_\_\_ Date: \_\_\_\_\_

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

Contact Person's Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_ Number of People: \_\_\_\_\_

Other: \_\_\_\_\_

- All Room Rentals Must Exit the Building by 11:00 P.M.
- Non-Refundable Booking Deposit (amount equal to ONE hour of rental) required at time of booking.
- If the room is available, you may enter the room one hour early for decorations.
- Room Capacity: Full Room—Can accommodate up to 130 people    ½ Room—Can accommodate up to 70 people

Full Room	Weekday	Weekend
Resident	\$105 per hour	\$115 per hour
Non-Resident	\$125 per hour	\$135 per hour

Half Room	Weekday	Weekend
Resident	\$85 per hour	\$95 per hour
Non-Resident	\$95 per hour	\$105 per hour

**\* Additional \$25 fee for use of the kitchen**

Full Room     With Kitchen     Resident  
 1/2 Room     No Kitchen     Non-Resident

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

Room Hourly Rate: \$ \_\_\_\_\_ Total Hours: \_\_\_\_\_ Total: \$ \_\_\_\_\_

Ice Rink/Fieldhouse: \_\_\_\_\_ Time: \_\_\_\_\_ Total: \$ \_\_\_\_\_

**Total Amount: \$** \_\_\_\_\_

**Payment Information** (Make Checks Payable to the Darien Sportsplex)

Cash: \$ \_\_\_\_\_ Check#: \_\_\_\_\_ CC: Disc. \_\_\_\_\_ Visa \_\_\_\_\_ MC \_\_\_\_\_

CC#: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Booking Deposit Paid: \$ \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**Balance Due: \$** \_\_\_\_\_

**Balance Paid: \$** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Total Paid: \$** \_\_\_\_\_ **Staff Initials:** \_\_\_\_\_

**Staff Comments:** \_\_\_\_\_

### Damage/Late Exit Deposit

- \$250 deposit is required when renting the whole room
- \$100 deposit is required when renting half of the room

**The ONLY acceptable payment methods are credit card or money order. NO CASH!!!**

**Credit Card**

- If paying the deposit with a credit card, \$250 will be charged on the credit card 48 hours prior to the party.
- A refund check for deposits will be mailed if the room is left in an acceptable condition. Please allow 2-3 weeks for the processing of the refunds.

CC#: \_\_\_\_\_ Exp: \_\_\_\_\_

Charged Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Refunded Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**Money Order**

- If paying the deposit with a money order, the money order is your responsibility to submit to the Sportsplex 48 hours prior to the party. If you fail to do so, the Sportsplex will terminate the rental.
- The money order will be sent back to you within 48 hours if the room is left in an acceptable condition.

Money Order #: \_\_\_\_\_

Received Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Mailed out Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

**Please Indicate Choices and Draw on Diagram**

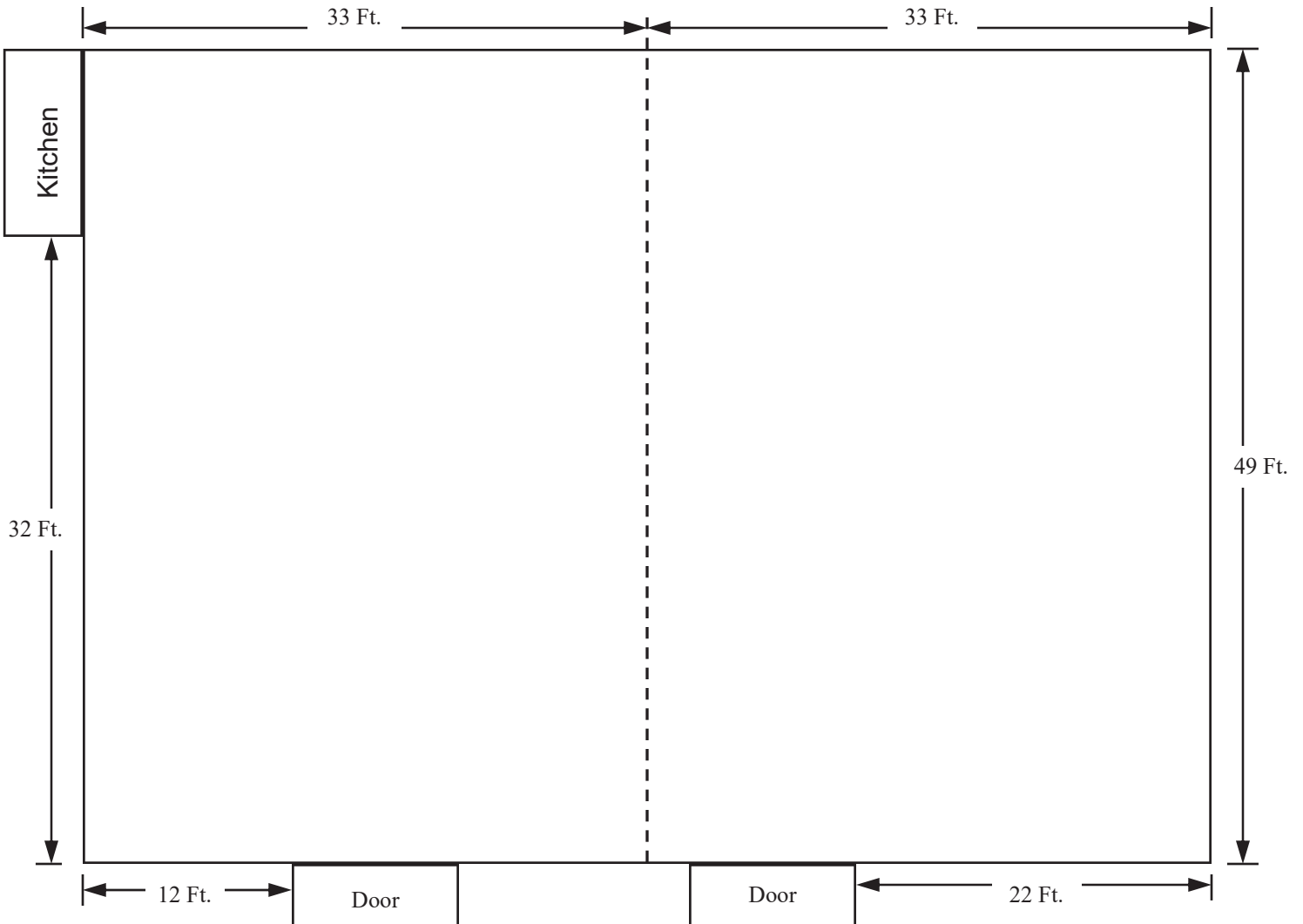
- Meeting Style (Head Tables and Chairs)
- Class Room Style (Head Tables and Tables with Chairs)
- Other Styles/Requests
- Podium
- Microphone

# of Tables: \_\_\_\_\_ # of Chairs: \_\_\_\_\_

**Room Set-up Diagram**

1. Please provide a detailed diagram of desired set-up below including number of tables and chairs.
2. Use an "X" for chairs and a  for tables.
3. Table sizes: 8 ft.

**CHALET ROOM**



## Violation of Any of The Following Rules May Result In Termination of Rental and/or Damage/Late Exit Deposit

### Recitals

- A. As used in this Agreement, "District" includes its officers, officials, agents, employees, and volunteers.
- B. As used in this Agreement, "premises" and "facilities: includes all leased facilities and common areas, including but not limited to parking facilities, restrooms, walkway, hallways.

NOW, THEREFORE, in consideration of the recitals and representations herein set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. The Lessee(s) shall not enter, occupy or use this listed facility(ies) until the time(s) and date(s) specified on agreement without prior approval.
2. The Lessee(s) shall vacate the facility(ies) at the time(s) and date(s) indicated on agreement or forfeit damage/Late Exit deposit.
3. **The Lessee(s) shall remit the full balance due for the rental of said facility(ies) 1 week prior to party. If not paid, rental will be forfeited. If event booked within 7 day period, the balance due at time of booking.**
4. That (I)(We), will be responsible for and will pay for any damage to District property arising out of the use of the said facility(ies) pursuant to this Agreement.
5. That the District does not assume any liability for property lost or stolen on the District premises, or for personal injuries on the premises during Lessee(s) use of the premises and Lessee(s) hereby agree to assume the full risk of any injuries, damages or loss, regardless of severity, that Lessee(s) may sustain as a result of this Agreement. Lessee(s) further agrees to waive and release the District from any and all losses, claims, suits or damages that Lessee(s) might sustain as a result of any and all activities connected with or associated with this Agreement.
6. Smoking and gambling in the building are prohibited.
7. One chaperone over the age of 21 years must be provided for every ten minors. All minors must be supervised outside of room (including hallway).
8. Food or beverages may not be brought outside of room.
9. No confetti type material allowed in the room.
10. That no District equipment or property shall be removed from the premises without permission of the General Manager.
11. **No beer, liquor or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the District under this Agreement.**
12. The District will set up the room/facility (chairs and tables) for my/our function. The District will take down the room/facility after my/our function. (I) (We), agree to clean tables, chairs and bag all garbage and place by the Kitchen door/or restore the facility to its prior condition or the room should be left in equal or better condition than it was found. If not, the District reserves the rights to retain from the damage deposit the amount of costs incurred by the District. Any additional costs will be billed. (See Attachment A - To Avoid Damage/Late Exit Deposit Forfeiture To Do List on back of this page).
13. Lessee(s) shall be responsible for inspecting the facility subject to this Agreement prior to each use and shall be responsible for bringing to the District attention any potential dangers, safety hazards or problems.
14. Lessee(s) is solely responsible for providing any and all supervision of lessees guests and invitees at all times during Lessee(s) use any facility, including but not limited to the leased facility, and all common areas. Further, Lessee(s) shall be responsible for ensuring that Lessee(s) guests and invitees comply with all applicable rules and regulations pertaining to use of District facilities.
15. Lessee(s) shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement.

16. That this agreement for lease of the District facility(ies) will not be entered into by the District unless said Agreement is signed and delivered to the Office of the District at the above address with appropriate deposits and fee.
17. If this Agreement is canceled by the District, Lessee(s) will not be required to pay the fee hereinbefore designed. The non-refundable booking deposit will be forfeited in all other circumstances whether or not the premises are used by Lessee(s).
18. It is fully understand and agreed by the parties that the Lessee(s) guarantees to defend, indemnify and hold harmless the District, its officers, employees, volunteers, and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fee) arising indirectly or directly in connection with or under, or as a result of this Agreement.
19. Lessee(s) shall comply with any and all applicable ordinances and permit procedures.
20. This Agreement may not be assigned by Lessee(s) without the District's prior written consent.
21. This Agreement represents the entire understanding between the parties. This Agreement may be modified or altered only by further agreement in writing between the parties.
22. Interpretation of this Agreement shall be governed by the laws of the State of Illinois.

### **Attachment A**

**To Avoid Damage/Late Exit Deposit Forfeiture,  
Keep the room in an acceptable condition by:**

1. Clean the tables by moving everything off the tables into trash cans/garbage bags.
2. Clean the kitchen by moving everything off the counter and sink into trash cans/garbage bags.
3. Clean the floor. No confetti type material allowed in the room.
4. Move all the decorations off the ceiling, walls, tables, and chairs.
5. Place all the garbage bags by the kitchen door.

\* The Sportsplex will provide extra garbage bags free upon your request.

**I have read and fully understand the above information and agree with the rules listed above.**

Date: \_\_\_\_\_

Lessee: \_\_\_\_\_

Signature: \_\_\_\_\_  
(a duly authorized representative)

Printed Name: \_\_\_\_\_

Home Phone#: \_\_\_\_\_

Business Phone#: \_\_\_\_\_

**DO NOT WRITE IN THIS BLOCK - FOR  
SPORTSPLEX ONLY**

**I also understand that we CANNOT bring beer,  
liquor or any alcoholic beverages into the room.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Should Sportsplex Refund  
Damage/Late Exit Deposit:**

YES

NO (Please fill out the Collecting  
Damage/Late Exit Deposit Form)

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_