



ARC Party Rental Rules

Please initial that you understand and agree to all rules.



Full security deposit will be forfeited if anything is broken or any rule is not followed.

Rental Name: _____ Date of Event: _____
(Please Print)

1. The person whose signature appears on the Rental Agreement MUST check in and present a photo ID with the Front Desk before the doors will be opened. This ID will be held for the duration of the rental and will be returned once the rental is over. The renter must be in attendance for the duration of the rental or the security deposit will be forfeited, and future use of the facility will not be allowed. _____
2. If for any reason the room needs cleaning attention, please make our staff aware within the first 15 minutes of your arrival. _____
3. **No alcohol is ever allowed.** Your event will be shut down and deposit forfeited if any alcohol is brought in or on premises by you or any guest at your party. _____
4. This is a SMOKE FREE campus. There is no smoking allowed anywhere in or around the building. It must be done in your personal vehicle. _____
5. The DJ/Band may only be in the gym and is limited to one (1) surge protector per outlet. _____
6. No pinatas, bands, DJs, or bounce houses are allowed in the multipurpose rooms. _____
7. For any decorations, use **FrogTape or Painter’s Tape ONLY**. Tape rolls are available at front desk for \$10.00. No other tape, staples, or tacks should be used. **No** decorative candles, feathers, confetti, silly string, bubble, smoke or fog machines are allowed. _____
8. The room must be left the way it was when you entered it. We will take out the trash, mop the floor, and wipe down the counters. All other cleanup is the responsibility of the renter. If there is more for us to clean, you will be jeopardizing all or part of your deposit. _____
9. Any food vendors, entertainment, etc. **must** provide a Certificate of Insurance naming the Midlothian Park District as additional insured. This will be the renter’s responsibility to get this to us. This includes Bounce Houses or any other inflatables. If one is not provided to the Park District, the vendor will NOT be allowed in. _____
10. The renter, guests, and all of your personal possessions must be out of the building **promptly** by the end time of your rental or you will forfeit your security deposit. _____
11. Your refundable deposit will be returned to you the week following your rental. You will be charged for any damage to property that is not covered by your security deposit. You have 14 days from the date of your party to dispute any forfeiture. _____
12. There is no setup or clean up time given. It must be included in the time you are renting the facility. There is a maximum of 5 hours for rentals. NO EXCEPTIONS! _____
13. 14 days or more before the rental date, if available, additional time may be purchased if under the 5 hour maximum. _____
14. Additional rules can be added at the Midlothian Park District’s discretion. _____

Please see reverse side for information

ARC Party Rental Information

1. Full payment is due one month before the event. If the booking occurs less than one month before your event payment must be made by cash or credit/debit card and full payment of deposit and party rental must be made at the time of contract signing.
2. Tables and chairs will already be setup according to what was discussed with the Front Office Administrator prior to your event.
3. Tables are as follows:
 - a. Gym Party – 8-foot-long rectangle tables
 - b. Kid’s Birthday Party – 5 - 60’ diameter round tables & 2 - 8-foot-long rectangle tables
 - c. Multipurpose Room Party – 60’ diameter round tables
4. The Midlothian Park District staff oversees the facility and is there to assist you with any questions that may arise.
5. Gym amenities include warming oven, microwave, coffee pot, and refrigerator. Multipurpose room amenities include microwave and coffee pot. You must provide your own coffee supplies and utensils.
6. Setup/Cleaning Times:

Multi-Purpose Rooms & Gym Parties	No setup/cleanup time given. Must be included in your rental time.
Meadow Room Birthday Parties	15 Minutes before/15 minutes after

*****Not leaving at your rental end time will result in forfeit of your security deposit refund*****