



MIDLOTHIAN PARK DISTRICT
Facility Rental Application/Agreement
14500 S Kostner, Midlothian, IL 60445 • 708-371-6191



Renter's Information

Last Name: _____ First Name: _____

Address: _____ City/State: _____ Zip: _____

Phone: _____ Email: _____

Event/Rental Information

Date: _____ Start Time: _____ ☐ AM ☐ PM End Time: _____ ☐ AM ☐ PM

Function Type: _____ Room: _____ # of Guests: _____

Facility/Room Requested

Setup/Cleanup Times Policy:

- Prairie, River & Gym Parties - No setup/cleanup time will be given (must include in rental time)
Lily Pad & Meadow Parties - 15 minutes before/15 minutes after is given

I understand the setup/cleanup time policy, and I am aware that I am not allowed to purchase additional time less than 14 days before my rental or on the day of my rental. _____

Initials

If bringing a bounce house to a gym rental or pavilion rental, a Certificate of Insurance must be provided to us 5 days before the rental, or it will not be allowed! _____

Initials

Party Room (full payment due 1 month in advance)	Resident Rate	Non-Resident Rate	Deposit	Sub Total
River Room (up to 40 people) Total Hours:	<input type="checkbox"/> \$60 per hour	<input type="checkbox"/> \$90 per hour	<input type="checkbox"/> \$100	
Prairie Room (up to 40 people) Total Hours:	<input type="checkbox"/> \$60 per hour	<input type="checkbox"/> \$90 per hour	<input type="checkbox"/> \$100	
River/Prairie (41-90 ppl) Total Hours:	<input type="checkbox"/> \$105 per hour	<input type="checkbox"/> \$150 per hour	<input type="checkbox"/> \$250	
The Lily Pad Party (up to 30 people) Total Hours: 1 ½ hours	<input type="checkbox"/> \$125 flat rate	<input type="checkbox"/> \$150 flat rate	<input type="checkbox"/> \$100	
Gym Party (up to 100 people) Total Hours:	<input type="checkbox"/> \$100 per hour	<input type="checkbox"/> \$180 per hour	<input type="checkbox"/> \$250	
Kids Birthday Party (up to 30 people) Total Hour: 2 hours	<input type="checkbox"/> \$90 flat rate	<input type="checkbox"/> \$115 flat rate	<input type="checkbox"/> \$100	
Sports Equipment Included Kids Birthday Party Package:	Basketball, Soccer, Hockey		<input type="checkbox"/> Mini Golf (\$10 extra charge)	

Gym Sports Rental (full payment due 1 week in advance)	Resident Rate	Non-Resident Rate	Deposit	Hours	Sub Total
<input type="checkbox"/> Sport _____	<input type="checkbox"/> \$55 per hour	<input type="checkbox"/> \$80 per hour	<input type="checkbox"/> \$100		

Park Pavilion (full payment due 1 month in advance) <i>11:00 a.m. – Dusk (8pm)</i>	Resident Rate	Non-Resident Rate	Deposit	Insurance Certificate	Extra Porta Potty/ Cleaning	Sub Total
<input type="checkbox"/> Memorial (up to 100 ppl) *	<input type="checkbox"/> \$180	<input type="checkbox"/> \$400	<input type="checkbox"/> \$50	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	
<input type="checkbox"/> Roesner (up to 32 ppl) **	<input type="checkbox"/> \$ 75	<input type="checkbox"/> \$200	<input type="checkbox"/> \$50	<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N	

Turf Rental (full payment due 1 week in advance)	Resident Rate	Non-Resident Rate	Refundable Deposit	Hours	Sub Total
<input type="checkbox"/> Turf ½ field – PEAK	<input type="checkbox"/> \$150 per hour	<input type="checkbox"/> \$175 per hour	<input type="checkbox"/> \$100		
<input type="checkbox"/> Turf ½ field – OFF PEAK	<input type="checkbox"/> \$125 per hour	<input type="checkbox"/> \$125 per hour	<input type="checkbox"/> \$100		
<input type="checkbox"/> Turf Full – PEAK	<input type="checkbox"/> \$200 per hour	<input type="checkbox"/> \$225 per hour	<input type="checkbox"/> \$100		
<input type="checkbox"/> Turf Full – OFF PEAK	<input type="checkbox"/> \$150 per hour	<input type="checkbox"/> \$150 per hour	<input type="checkbox"/> \$100		
<input type="checkbox"/> Batting Cage (\$25 Setup fee)					
Peak Season: Nov. 1 - Mar. 31					

Refund Policy:

ARC Gym & Multipurpose Room Parties

- If notice is one month or less, there will be no refund of the deposit or fees _____

ARC Gym/Turf Sport Rentals

- If notice is one week or less, there will be no refund of the deposit or fees _____

ARC Kid's Birthday Parties

- If notice is two weeks or less, there will be no refund of the deposit or fees _____

Lily Pad Parties

- If notice is two weeks or less, there will be no refund of the deposit or fees
- All parties will go on as scheduled unless The Lily Pad is closed due to inclement weather. If The Lily Pad is closed, your party will be rescheduled or refunded. _____

Picnic Permits

- There will be no refunds due to weather
- If notice is one month or less, there will be no refund of deposit or fees _____

Rental Agreement:

The undersigned agrees to terms stated regarding my party including the day, date, time, year, function, and fees along with any additional charges as stated. I have been informed of the refund/cancellation policies. Renter agrees to hold The Midlothian Park District harmless of any claims or losses while using the facilities. By signing below, I acknowledge that I have received a copy of the rental rules and guidelines and agree to abide by them. I understand that the security deposit will be forfeited if anything is broken, damaged, stolen, rules are not followed, it takes more than 2-man hours to clean, or the contract holder is not at the party for the whole duration of time.

Initials

Signature: _____

Date: _____

Grand Total:	
Deposit Paid:	
Additional \$ Paid:	
Balance:	
Date Balance Due:	

Notes: _____

Contract taken by: _____

Staff Member's Name (Printed)