



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 Address: _____

Event/Rental Information

Day & Date: _____ Time From: _____ AM PM To: _____ 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 bouncy house to a gym rental or pavilion rental, a Certificate of Insurance must be provided to us before the day of your rental, or it will not be allowed! _____
 Initials

Party Room <small>(full payment due 1 month in advance)</small>	Resident Rate	Non-Resident Rate	Refundable Deposit	Sub Total
River Room (up to 40 ppl) Total Hours:	<input type="checkbox"/> \$50 per hour	<input type="checkbox"/> \$80 per hour	<input type="checkbox"/> \$100	
Prairie Room (up to 40 ppl) Total Hours:	<input type="checkbox"/> \$50 per hour	<input type="checkbox"/> \$80 per hour	<input type="checkbox"/> \$100	
River/Prairie (41-90 ppl) Total Hours:	<input type="checkbox"/> \$85 per hour	<input type="checkbox"/> \$130 per hour	<input type="checkbox"/> \$250	
The Lily Pad Party (up to 30 ppl) 1 ½ hour rental	<input type="checkbox"/> \$125 flat rate	<input type="checkbox"/> \$150 flat rate	<input type="checkbox"/> \$100	
Gym Party (up to 100 ppl)** Total Hrs:	<input type="checkbox"/> \$80 per hour	<input type="checkbox"/> \$160 per hour	<input type="checkbox"/> \$250	
Meadow Room (up to 30 ppl)** Kids Birthday Party (2 hr max)	<input type="checkbox"/> \$85 flat rate	<input type="checkbox"/> \$110 flat rate	<input type="checkbox"/> \$100	
Choose 2 sports for Meadow Room party	<input type="checkbox"/> Basketball	<input type="checkbox"/> Soccer	<input type="checkbox"/> Hockey	<input type="checkbox"/> Mini Golf (\$10 extra charge)

Gym Sports Rental <small>(full payment due 1 week in advance)</small>	Resident Rate	Non-Resident Rate	Refundable Deposit	Hours	Sub Total
<input type="checkbox"/> Sport _____	<input type="checkbox"/> \$50 per hour	<input type="checkbox"/> \$75 per hour	<input type="checkbox"/> \$100		

Park Pavilion (full payment due 1 month in advance) 11:00 a.m. – Dusk (8pm)	Resident Rate	Non-Resident Rate	Refundable Deposit	Insurance Certificate	Sub Total
<input type="checkbox"/> Memorial (up to 100 ppl) **	<input type="checkbox"/> \$160	<input type="checkbox"/> \$400	<input type="checkbox"/> \$50	<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	

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"/> \$125 per hour	<input type="checkbox"/> \$150 per hour	<input type="checkbox"/> \$100		
<input type="checkbox"/> Turf ½ field – OFF PEAK	<input type="checkbox"/> \$100 per hour	<input type="checkbox"/> \$100 per hour	<input type="checkbox"/> \$100		
<input type="checkbox"/> Turf Full – PEAK	<input type="checkbox"/> \$175 per hour	<input type="checkbox"/> \$200 per hour	<input type="checkbox"/> \$100		
<input type="checkbox"/> Turf Full – OFF PEAK	<input type="checkbox"/> \$125 per hour	<input type="checkbox"/> \$125 per hour	<input type="checkbox"/> \$100		
<input type="checkbox"/> Batting Cage (\$25 Setup fee)					
Peak season Nov 1- March 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 stated on the website. Renter agrees to hold 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, rules are not followed, it takes more than 2-man hours to clean. _____

Signature: _____ Date: _____

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

Notes: _____

Contract taken by: _____

Staff Member's Name (Printed)

Updated 10/2022