

room rentals

Room Rental Opportunities - The Depot

Built in 1912, The Depot is sited at the intersection of the METRA train line and Thatcher Avenue. The building houses the Park District Administration Offices and has two rooms available to host Park District programs and for meeting and party rental opportunities.

Room Sizes and Capacities

The Upper Level Meeting Room (600 sq. ft.) – Fully restored back as a 1950's train station waiting room, this room includes large windows, a terrazzo tile floor, and wood panel wainscot. This room will hold up to 35 persons.

The Lower Level Meeting Room (325 sq. ft.) – Directly off the parking lot, this room has brick and concrete walls, ceiling, & floor; and a small kitchenette. This room will hold up to 15 persons.

Rental Period

- Both rooms are available seven days a week, Sunday – Thursday until 10:00p.m. and Friday – Saturday until 12:00a.m. Rental requests can be made up to 90 days in advance, and 180 days in advance for Friday and Saturday evenings.
- Requested rental times must include set up and take down time.
- If the Renter fails to show up one half hour of their scheduled start time, they will be judged a “No Show” and the building will be closed, and the Renter forfeits their rental fees. If the rental exceeds their scheduled end time, the Renter will be charged \$1 for every minute they go over their scheduled time. This amount will be deducted from the Renters security deposit.

Security Deposit

A \$250 security deposit must accompany all rental application forms. The deposit is a separate fee from the rental fees and is returned in full after a successful rental. If any damage or excessive clean up is required, the costs will be deducted from the deposit. The security deposit must be made in the form of a \$250 check, payable to the River Forest Park District. Security deposits will be returned within 14 days of the rental.

Meeting Room Rental Fees

- R\$80/NR\$94 flat rate for 2-hours, and R\$35/NR\$42 per hour for each additional hour. Tables and chairs included in the fee.
- If you wish to rent the entire building, the fee is R\$130/NR\$158 flat rate for 2 hours, and R\$60/NR\$74 for each addtl. hour. Tables and chairs included in the fee.

AV Equipment Fees (Business Meeting Use Only)

- R\$10/NR\$12 flat rate to rent either the 46" flat panel television/DVD or projector/screen.
- An additional \$250 deposit is required to rent either the 46" flat panel television/DVD or projector/screen.

Payment

- Renter completing a rental request must be 21 years of age or older.
- Payment of security deposit and rental fees are due with the completion of the rental request. Completing the form does not automatically constitute approval of a rental request. Please allow two (2) business days for approval. All rental requests will be processed on a first come, first served basis.
- Rental fee payments for rental requests within 10 days of a rental date is CASH only. A check will still be accepted for the security deposit.

Food and Beer/Wine

- All food and beverages must be kept in the room that is being rented.
- If a caterer is hired for the event, the Park District must be notified of the name and contact number of the caterer seven (7) days prior to the rental. The caterer must submit a certificate of liability insurance seven (7) days prior to the rental, listing the River Forest Park District as the additional insured.
- Consumption of alcohol is not permitted on Park District property. Consumption of beer and wine may be permitted for room rentals under the following conditions:
 1. The Renter completes a Park District Liquor Waiver form.
 2. The Renter purchases Host Liquor Liability Insurance coverage through the Park District's designated insurance carrier. A Host Liquor Liability premium is \$85 per day plus a \$25 administrative fee.
 3. Liquor will be limited to single serving beer bottles/cans and 1.5 ml or less wine bottles only. Beer Kegs are not permitted.
 4. Consumption of liquor will be restricted to the room rented.
 5. If beer and wine are supplied through a caterer, the caterer must submit proof of a liquor license, proof of Host Liquor Liability and Statutory Liquor Liability insurance to the Park District seven (7) days prior to the event.
 6. No one under the age of 21 may be served or consume liquor.

(continued)

Insurance

The River Forest Park District provides no health insurance coverage for individuals or groups using its facilities. Groups may be requested to provide a Certificate of Insurance, signifying that they have significant coverage.

General Policies

- Rates and policies are subject to change.
- The River Forest Park District reserves the right to reject any rental request it feels is not appropriate.
- The Park District reserves the right to cancel any rental due to schedule conflicts with Park District programs and special events. Any cancellations due to the Park District will result in the Renter receiving a full refund of rental fees paid and the security deposit.
- The building shall not be used by any person(s) or corporations for private or business profit or gain. No admission fees or charges shall be collected for the building use or on Park District property.
- All rentals include a Park District Building Attendant, who will assist with any building use issues and answer any questions. The Building Attendant will set up and take down the tables and chairs, and mop the floors. The Building Attendant is not on duty to help Renters set up, clean up, supervision of children, or assist with activities of the rental. The Building Attendant is empowered to restrict the Renters misuse of the building and equipment, and protect Park District property.
- It is the responsibility of the Renter to cooperate/assist the Building Attendant in dealing with unruly guests.
- Clean up of the tables, chairs, kitchenette, floors, and removal of the garbage to the exterior waste receptacle is the responsibility of the Renter. The rented room must be left in the same condition as found.
- Use of the kitchenette is for warming and serving only. Use of the stove for cooking and use of Park District cookware and utensils is not permitted by the Renter.
- All Renters and guests are expected to act in an orderly fashion, and are financially responsible for any damage that occurs to the building, equipment, or grounds.
- The Renter agrees to provide a competent adult (21 years of age or older) to supervise the rental. If the rental is for a youth function, the Renter agrees to provide 1 adult for every 10 youths under the age of 21.
- No decoration may be taped, tacked, or attached in any manner to any wall, door, window, or light fixture in the room.
- The Renter is responsible for all reset costs incurred if the renter activates the fire alarm.
- Please be aware that other programs/activities/rentals may be taking place in the building at the same time as the rental.
- No smoking is permitted in the building or within 15 feet of the building entrances.

Non-conformance with the listed policies will result in cancellation of the usage, even if the rental time has not expired, and forfeiture of all rental fees paid.

Cancellation and Refunds

Full refund of paid rental fees and security deposit will be given 21 or more days prior to the rental date. No refunds of paid rental fees will be given for cancellations less than 21 days prior to the rental date.

Room Rental Request - The Depot

Organization/Renter Information

Today's Date: _____

Organization's Name: _____

Person Making the Request: _____

Address: _____

City: _____ State _____ Zip _____

Daytime Phone: _____ Evening Phone: _____

Email Address: _____

Rental Information

Requested Rental Date(s): _____

Requested Rental Starting and Ending Times (including set up and take down time):

Starting Time: _____

Ending Time: _____

Requested Rental Area: Upper Level Meeting Room Lower Level Meeting Room Entire Building AV Equipment

Type of Function and Activities: _____

Approximate Number of Participants: _____ Tables (8 ft.): _____ Chairs: _____

Will the event be catered? Yes No

(If yes, the caterer must submit a certificate of liability insurance 7 days prior to the rental, listing the River Forest Park District as the additional party insured).

Will alcohol be served? Yes No

(If yes, please read and sign Liquor Wavier Form).

Agreement

I have read and understand the facility rental stipulations and agree that our group will follow them. I will inform and explain the stipulations at all guests and participants. I also understand the River Forest Park District and its employees will be held harmless for claims resulting from our use.

Signature: _____ Date: _____

Room Setup Diagram

OFFICE DOOR

BATHROOM



BATHROOM

Security Deposit (separate check payable to the River Forest Park District) \$ 250.00

ROOM RENTAL Tables and chairs included in the fee.

RESIDENT 2 Hours (Flat Rate) \$80 \$ _____

Each additional hour Total Addtl. Hours Requested _____ x \$35/hr. = Total Addtl. Hours Rental Fee \$ _____

NON-RESIDENT 2 Hours (Flat Rate) \$94 \$ _____

Each additional hour Total Addtl. Hours Requested _____ x \$42/hr. = Total Addtl. Hours Rental Fee \$ _____

ENTIRE BUILDING RENTAL Tables and chairs included in the fee.

RESIDENT 2 Hours (Flat Rate) \$130 \$ _____

Each additional hour Total Addtl. Hours Requested _____ x \$60/hr. = Total Addtl. Hours Rental Fee \$ _____

NON-RESIDENT 2 Hours (Flat Rate) \$158 \$ _____

Each additional hour Total Addtl. Hours Requested _____ x \$74/hr. = Total Addtl. Hours Rental Fee \$ _____

Total Tables (8 ft.) Requested _____ N/C

Total Chairs Requested _____ N/C

AV EQUIPMENT FEES (Business Meeting Use Only)

(An additional \$250 deposit is required to rent either the 46" flat panel television/DVD or projector/screen) \$ _____

RESIDENT/NON-RESIDENT R\$10/NR\$12 \$ _____

TOTAL AMOUNT OF RENTAL (minus security deposit) \$ _____

PAYMENT (Please make checks payable to the River Forest Park District)

Security Deposit Cash Check (# _____) \$ _____

AV Equipment Security Deposit Cash Check (# _____) \$ _____

Total Amount of Rental Cash Check (# _____) \$ _____

Signature: _____ Date: _____

Liquor Waiver Form - The Depot

Beer and wine may be consumed/served inside The Depot, 401 Thatcher Avenue under the following conditions:

Consumption of alcohol is not permitted on Park District property. Consumption of beer and wine may be permitted for room rentals under the following conditions:

1. The Renter completes a Park District Liquor Waiver form.
2. The Renter purchases Host Liquor Liability Insurance coverage through the Park District's designated insurance carrier. A Host Liquor Liability premium is \$85 per day plus a \$25 administrative fee.
3. Liquor will be limited to single serving beer bottles/cans and 1.5 ml or less wine bottles only. Beer Kegs are not permitted.
4. Consumption of liquor will be restricted to the room rented.
5. Under no circumstances may liquor be sold by the Renter or group affiliated with the Renter.
6. If beer and wine are supplied through a caterer, the caterer must submit proof of a liquor license, proof of Host Liquor Liability and Statutory Liquor Liability insurance to the Park District seven (7) days prior to the event. The caterer must submit a certificate of liability insurance seven (7) days prior to the rental, listing the River forest Park District as the additional insured.
7. No one under the age of 21 may be served or consume liquor.

I have read and understand all of the above provisions concerning serving liquor at the River Forest Park District. I do hereby fully release and forever discharge the River Forest Park District and its independent contractors, officials, agents, volunteers, servants, and employees from any and all claims from injuries, including death, damages or losses sustained by myself or any person in my party.

Signature: _____ Date: _____