



Civic Center Rental Request Form

327 W. Wilson St., Batavia, IL, 60510 - Phone: 630.879.5235 - Fax: 630.879.9537 - bataviaparks.org

Submission of an application does not constitute approval.

Please complete and return to the Batavia Park District Civic Center, 327 W. Wilson St., Eastside Community Center, 14 N. Van Buren St. or the Callahan Community Center, 150 Houston St.

Rental contact information

Name of renter:		<input type="checkbox"/> Copy of Drivers License attached	
Contact person if different from above:			
Address:		City:	Zip:
Email:		Phone #:	
Organization website:	State ID# (for Non-Profit):	Please attach a copy	
If there is no damage, the rental deposit will be refunded in the form of a check. Who should receive the check?			
<input type="checkbox"/> Renter	<input type="checkbox"/> Contact person	<input type="checkbox"/> Other	Name and address

Rental request information

Reservations must be secured two weeks prior to the event

Requested date(s):	Number of guests:	Rental space requested:
Start time:	End time:	<input type="checkbox"/> Bartholomew Room
Include set up and take down time into rental time. Minimum rental times depend on facility rental choice.		<input type="checkbox"/> J. Eby Gymnasium
Description of activity:		
Are you serving alcohol during your rental?		
<input type="checkbox"/> No <input type="checkbox"/> Yes		
Will you have the following activities during your event?		
<i>Indication will require additional forms for approval and/or proof of insurance.</i>		
<input type="checkbox"/> DJ/Band	<input type="checkbox"/> Fund Raising Event	
<input type="checkbox"/> Food Truck/ Food Vendor	<input type="checkbox"/> Festival	

Office use

Date received:	Initials:	Total due:
Special use permit required: <input type="checkbox"/> No <input type="checkbox"/> Yes	Date:	Deposit amount:
Dram Shop form requested: <input type="checkbox"/> No <input type="checkbox"/> Yes	Date:	Deposit returned:
Driver's license on file: <input type="checkbox"/> No <input type="checkbox"/> Yes	Date:	Date processed:

Rate Category Descriptions

- Non-profit groups Churches, government, non-profits (501c3), schools, social services and social clubs
- In-district Live within the Batavia Park District boundaries
- Out-of-district All other renters

Room Sunday-Thursday - 6 a.m. - 10 p.m. Friday-Saturday - 6 a.m. - 1 a.m.	Non-profit	In-district	Out-of-district	Number of Hours	Total
Bartholomew Room Capacity: 50, 2 hr. minimum rental	\$70	\$100	\$125		
J. Eby Gymnasium Capacity determined by event, 2 hr. minimum rental	\$90	\$115	\$140		
Additional Items			Rate	Quantity/ Hours	Total
Room Deposit - Bartholomew Room, \$200; J. Eby Gym, \$250					
Alcohol Deposit - serving start time_____			\$500		
				Subtotal	
				Refundable Deposit	
				Total Due	

Secure your reservation

To secure your reservation, please submit the following items to the Civic Center, Eastside Community Center or Callahan Community Center.

- Request form and Agreement
- Reservations Guidelines Form
- Copy of Drivers License
- Refundable Deposit

Full payment is due at event booking.

A confirmation and receipt will be emailed once the reservation has been placed. The payment can be paid online or at a community center front desk via cash, Visa, MasterCard, Discover or Cashier Check with contact only. Checks should be made payable to Batavia Park District, 327 W. Wilson St., Batavia, IL, 60510.

If needed or requested please provide:

- Special use permit
- Dram Shop form
- Certificate of Insurance
- 501(c)3 Form

 Contact's Signature

 Date

 Batavia Park District Staff Signature

 Date

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Please complete and return to the Batavia Park District Civic Center, 327 W. Wilson St., Eastside Community Center, 14 N. Van Buren St. or the Callahan Community Center, 150 Houston St.

Please read all items below before signing and dating the document. Renter Agrees to the Following:

1. All rentals are subject to criminal charges for damages incurred during rental period. Any renter not abiding by Batavia Park District ordinances will be fined or ticketed accordingly by Batavia Police Department or Batavia Fire Department.
2. User shall not enter, occupy or use the listed facility(ies) until the time(s) and date(s) specified above.
3. User shall vacate the facility(ies) at the time(s) and date(s) indicated above or be charged for every one-half of overtime use.
4. User shall 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. District does not assume any liability for property damaged, lost or stolen on the District premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of this agreement. User further agrees to waive and release the District from any and all losses claims, suits or judgments or damages that User might sustain as a result of any and all activities connected with or associated with this agreement.
6. That, unless otherwise permitted, 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.
7. User will set up the rooms/facility for User's function. User will take down the room/facility after User's function. User agrees to wash, clean and put away all tables and chairs, empty trash/recycling bins, bag all trash/recycling bins, and restore the facility to the prior condition.
8. User shall be responsible for inspecting the facility subject to this agreement prior to each use and shall be responsible for bringing to the District's attention any potential dangers, safety hazards or problems. User is solely responsible for determining whether said facility is safe, appropriate, and/or compatible for User's intended use.
9. User is solely responsible for providing any and all supervision at all times during User's use of any facility, including but not limited to the rented facility, and all common areas. Further, User shall be responsible for ensuring that User's guests and invitees comply with all applicable rules and regulations pertaining to use of District facilities.
10. User shall not permit any area to be used for any disorderly or unlawful purposes during the period of this agreement.
11. That this agreement for use of the District facilities will not be entered into by the District unless said agreement is signed by an authorized representative or agent of User and delivered to the District with the appropriate fees.
12. It is fully understood and agreed by the parties that User shall fully defend, indemnify and hold harmless the District, including its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising directly or indirectly in connection with or under, or as a result of this agreement.
13. If alcoholic beverages are being served or consumed, User must provide proof

- of Dram Shop and Liquor Liability insurance. User's insurance shall be primary insurance as respects the District. Any insurance or self insurance maintained by the District shall be in excess of User's insurance and shall not contribute with it. User's insurer shall agree to waive all rights of subrogation against the District.
14. User shall comply with any and all applicable rules, regulations, ordinances and permit procedures.
15. This rental agreement may be revoked at any time at the discretion of the District due to misrepresentation of User, the misconduct of individuals in the group or for misuse of property. Future rentals may not be issued to User.
16. This agreement is entered into solely for the benefit of the contracting parties, and nothing in this agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this agreement, or to acknowledge, establish or impose any legal duty to any third party.
17. This agreement may not be assigned by User without the District's prior written consent.
18. 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.
19. Interpretation of this agreement shall be governed by the law of the State of Illinois.

Damage Deposit – The damage deposit will be refunded back to the Renter of the facility in the form of a check, within three weeks after the rental date.

Cancellations – Cancellations are only processed during regular business hours and require completion of a cancellation form. These forms are available at a district community center.

- 60 days prior to event Full Refund
- 59-30 days prior to event 75% Refund
- 29-14 days prior to event 50% Refund
- Less than 14 days Rental Fee Forfeited

I shall indemnify and hold harmless the Batavia Park District from any and all claims, demands, actions, or suits arising out of in connections with rental. I, as the authorized renter, have read, understand and accept all of the information stated on the front and back of this contract, in its entirety, and agree to abide by it.

Acknowledgment of Rental Agreement

Print name of responsible party

Signature of responsible party

Date _____



Civic Center Facility Rental Guidelines

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Set-up

- Renter will be responsible for set-up as well as clean-up which will be included in the rental time.
- Decorations must be put up following Batavia Park District Guidelines.
- Candles must be in holders that go above the flame.
- Helium Balloons are not allowed the J. Eby Gym.
- Paper confetti is not allowed.
- No fog machines allowed.
- Bartholomew room renters have access to the refrigerator, freezer, microwave, sink, and counter space.

During Event

- Contact person on the Rental Contract must be present at all times.
- Alcohol, when approved, remains in the rented facility.
- When alcohol is approved, security must be present until all persons have left the premises.
- Glass bottles and containers can only be used to serve into unbreakable cups.
- Smoking is not allowed.
- Exterior doors must remain closed.
- No solicitation is allowed during a rental.
- Children must be monitored at all times during rental.

Clean-up

- Renter will be responsible for clean-up and will be included in the rental time.
- Table and chairs must be wiped down and returned to the proper storage area.
- Garbage must be bagged and put into dumpster.
- Kitchen counter tops are to be clear and wiped down.
- Refrigerator must be emptied and wiped clean.
- Floors must be swept.

Accessing Civic Center

A building supervisor will be on site for the duration of the event and will be located at the lobby front desk. They will open the doors for you.

Any changes to the rental contract must be made at least 2 weeks in advance of the rental date, with the exception of getting the approval of alcohol being served which must be done at least 4 weeks in advance.

I have read and understand the rental policies of the Batavia Park District. If I fail to follow these policies, I understand that I could lose my Damage Deposit or be asked to leave the premises, possibly forfeiting my rental fee and damage deposit.

Print name of responsible party

Signature of responsible party

Date _____