

# Wheeling Park District Facility Use Request

Complete and SIGN this form and mail or bring it to the Guest Service Desk at the Community Recreation Center,  
333 W. Dundee Road, Wheeling, IL 60090-2768. Or, fax it to (847) 537-3481.  
For more information, contact the Recreation Services Clerk at (847) 465-7776.

Name \_\_\_\_\_ Group/Company Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 Zip \_\_\_\_\_ Home Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

Facility Needed	Purpose of Use	Room Preference / Needs
<input type="radio"/> Room at CRC <input type="radio"/> Shelter: Childerley Pk., CRC/Pond, or Heritage <input type="radio"/> Athletic Field <input type="radio"/> Gym <input type="radio"/> Church or Chapel <input type="radio"/> Pool: Indoor or Outdoor <input type="radio"/> Other _____	<input type="radio"/> Party <input type="radio"/> Meeting <input type="radio"/> Shower <input type="radio"/> Wedding <input type="radio"/> Sporting Event <input type="radio"/> Other _____	<input type="radio"/> I prefer Room _____ <input type="radio"/> I need use of a kitchen.* <input type="radio"/> Any available room is acceptable.  *There is a charge for kitchen use.  <b>NOTE:</b> A maintenance fee is charged on all rentals.

Day(s) of the Week	Date(s)	Times
<input type="radio"/> Mon. <input type="radio"/> Fri. <input type="radio"/> Tues. <input type="radio"/> Sat. <input type="radio"/> Wed. <input type="radio"/> Sun. <input type="radio"/> Thurs.	Do not list a range of dates; write out each date separately. _____ _____ _____ _____	Indicate START and FINISH times. (Include time necessary for room set-up.)  START _____ AM    PM  FINISH _____ AM    PM

## Room Set-up

\_\_\_\_\_ Number of 8-foot tables  
 Number of chairs \_\_\_\_\_ Adult \_\_\_\_\_ Child \_\_\_\_\_  
 \_\_\_\_\_ Classroom Style \_\_\_\_\_ Banquet Style  
 \_\_\_\_\_ Theatre Style \_\_\_\_\_ Committee Style  
 \_\_\_\_\_ Food Table  
 \_\_\_\_\_ Gift Table  
 \_\_\_\_\_ Head Table  
 \_\_\_\_\_ Special Arrangements  
 \_\_\_\_\_ Additional equipment  
 (to be brought in by rental host)

**Sketch room set-up below.** Use **X** to indicate placement of chairs. Use  to indicate the placement of tables.

I/We, the undersigned, hereby certify that I am/we are the sponsor(s) or appointed representatives of the organization requesting use of the facility. I/we will be responsible for the conduct and personal injury of all persons in attendance at the facility stated above. I/We hereby assume liability for any injuries, damages, or loss to the facility, equipment, and/or Wheeling Park District personnel or representatives during this time and place. I have read the General Rules and Regulations on the reverse side and I understand that failure to comply with any or all rules will result in revocation of use request and security deposit, and may also result in refusal of future use.

<b>Signature</b>	<b>Date</b>
<b>FOR OFFICE USE ONLY</b>	
Room Fees: \$ _____ N/R Fee: \$ _____ Add'l: \$ _____ Total: \$ _____	Rental Payment — Date: _____ Received by: _____
Security Deposit — Date: _____ Received by: _____	Cash: \$ _____ Check: # _____

# Wheeling Park District Rules and Regulations for Group Visits and Facility Rentals

Any group or individual granted use of a Wheeling Park District facility must comply with the Park District's standards and refrain from violating any of the rules and ordinances set forth by the Wheeling Park District.

- The group or individual whose signature appears on the reverse side of this form is responsible for the conduct of the members of the group and assumes all liability.
- The group or individual whose signature appears on the reverse side of this form will ensure the activity or event does not host a forum for the purpose of religious influence, political opportunity, such as campaigning, etc., or for any other reason that would have a detrimental impact on the community.
- Alcohol, loud music, and gambling are not permitted at any Wheeling Park District rental.
- Smoking is prohibited at the Community Recreation Center, all wooded areas on Wheeling Park District property, and within 100 feet of any point on athletic fields or courts.
- Certificates of insurance may be required due to certain conditions of the function.
- Pets must be on leashes which do not exceed six feet in length. Cleaning up after pets is required. Animals are NOT allowed in any building on Wheeling Park District property with the exception of service dogs.
- Events charging admission for commercial use, or profit-making ventures, require permission from the Executive Director of the Wheeling Park District.
- League play conducted on any athletic field without the required Facility Use Request is not permitted.
- All parks close at dusk; Wheeling Park District indoor facilities close as posted.
- An additional damage deposit may be charged for any facility rental, and will be forfeited if any damage occurs or additional clean-up is needed to return the facility to its original state.
- Rental permits shall not be issued to minors unless chaperoned by a person 21 years of age or older. This adult must sign the waiver and will be responsible for the group. If the rental involves children, ample adult supervision is needed during the entire rental time.
- Charcoal grills are available at some picnic sites and every fire shall be under the continuous care and direction of a competent adult until such time as it is properly and completely extinguished.

*A complete copy of the Conduct Ordinance that regulates the use of Wheeling Park District parks and facilities can be found on our Web site at [www.wheelingparkdistrict.com](http://www.wheelingparkdistrict.com) or at the Community Recreation Center.*



333 W. Dundee Road, Wheeling, IL 60090  
(847) 465-3333