Facility Rental Procedures:
1. The potential renter must fill out the request form and return it to the Bartlett Park District. The “renter” is referred to as the person requesting, submitting payment, and present.
2. The Scheduling Supervisor will review the request. If the request is approved, you will receive an agreement and confirmation via email within 4-6 business days. If it is denied, you will be contacted as soon as possible.
3. The renter will be required to read & sign the Facility Rental agreement and return it, along with proper security deposit within 7 business days of reviewing the agreement.
4. The final rental fee must be paid at least 30 days prior to your function date.

Today’s Date: _______

Renter’s Information:
Name: __________________________
Address: __________________________ City: __________ Zip: __________
Home Phone: __________________________ Cell Phone: __________________________
Email: __________________________

Rental Information:
Date Requested: __________
Day of Week: __________
Select Day
Hours Requested: __________ am pm TO __________ am pm
Type of Function: __________________________
Total Number Attending: __________
Room Set-Up Requested: __________

Room being requested:

☐ Arts & Crafts Room
☐ Gym Court 1
☐ Gym Court 2
☐ Gym Court 3
☐ Party Place Room 1
☐ Party Place Room 2
☐ Bartlett Aquatic Center – Private Rental
☐ Splash Central – Private Rental
☐ Bartlett Aquatic Center – Group Rate
☐ Splash Central – Group Rate

Required: Will there be any exchange of money and/or profits made during as a result of this facility rental? □ Yes □ No

If Yes, please explain __________________________

Facility Rental Stipulations:
1. Filing this request does not automatically constitute approval of the request, facility, nor time requested. All request will be reviewed and acceptance will be based on Park District policy, facility, and staff availability.
2. Filing this request form does not automatically constitute a rental agreement. Upon approval of this request, a facility rental agreement must be signed and the proper security deposit and rental fees paid.
3. The Bartlett Park District reserves the right to reject any rental which it feels is not appropriate.
4. The renter filing the request must be 21 years of age.

For further information, please contact Scheduling Manager at 630-540-4895

Bartlett Park District * 700 South Bartlett Road* 630-540-4800* www.bartlettparks.org
To check availability, please contact the Scheduling Supervisor at 630-540-4895. Request forms can be found online at www.bartlettparks.org. Fees are subject to change. Higher security deposits may apply depending on the nature of the rental.

### Rental Rates

<table>
<thead>
<tr>
<th>Facility</th>
<th>Resident Fees</th>
<th>Regular Fees</th>
<th>Security Deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Arts &amp; Crafts Room</strong></td>
<td>Weekday: $35/hour</td>
<td>Weekday: $38/hour</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>Weekend: $55/hour</td>
<td>Weekend: $70/hour</td>
<td></td>
</tr>
<tr>
<td><strong>Dance Studio</strong></td>
<td>$40/hour</td>
<td>$55/hour</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>Gym</strong></td>
<td>$61/hour/court</td>
<td>$81/hour/court</td>
<td>$50.00/court</td>
</tr>
<tr>
<td><em>(3 Courts Available)</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Party Place– One Room</strong></td>
<td>Weekday: $35/hour</td>
<td>Weekday: $38/hour</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>Weekend: $45/hour</td>
<td>Weekend: $65/hour</td>
<td></td>
</tr>
<tr>
<td><strong>Party Place– Two Rooms</strong></td>
<td>Weekday: $70/hour</td>
<td>Weekday: $70/hour</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>Weekend: $75/hour</td>
<td>Weekend: $105/hour</td>
<td></td>
</tr>
<tr>
<td><strong>Program Rooms</strong></td>
<td>Weekday: $38/hour</td>
<td>Weekday: $38/hour</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>Weekend: $45/hour</td>
<td>Weekend: $60/hour</td>
<td></td>
</tr>
<tr>
<td><strong>Oak Room-- One Section</strong></td>
<td>$38/hour</td>
<td>$38/hour</td>
<td>$50.00</td>
</tr>
<tr>
<td>Meeting Rate (M-Th only)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projector + Screen</td>
<td>$25</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>Meeting Rate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Weekday rates refer to Monday-Friday, not including Fridays after 5pm
Weekend rates refer to Friday, 5pm or later through Sunday Evenings.
Rental hours of operation 8am-10pm