



# Splash Central - Aquatic Rental Request Form

## **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 who is requesting, submitting payment, and present.
2. The Aquatic Manager will review the request. If the request is approved, you will receive an agreement and confirmation via email within seven business days. If it is denied, you will be contacted as soon as possible.
3. The renter will be required to read and sign the Facility Rental agreement and return it, along with the proper security deposit within seven business days of reviewing the agreement
4. The final rental fee must be paid at least 14 days prior to your function date or the specific due date on the confirmation form.

## **Renter's Information:**

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## **Rental Information:**

Date Requested: \_\_\_\_\_ Day of the Week: \_\_\_\_\_

Hours Requested: From \_\_\_\_\_ AM \_\_\_ PM - To \_\_\_\_\_ AM \_\_\_ PM

Type of Function: \_\_\_\_\_

Total Number of Attendees: \_\_\_\_\_

## **Facility Being Requested for Private Rental:**

\_\_\_\_\_ Splash Central – Indoor Facility

*Private rooms are booked separately for an additional fee. If you are interested in booking a room for your party, please contact Rental Coordinator, Melissa Kopera, at 630-540-4858 or [mkopera@bartlettparks.org](mailto:mkopera@bartlettparks.org) to reserve a room now!*

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

If yes, please explain: \_\_\_\_\_



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## Facility Rental Stipulations:

1. Filing this request does not automatically constitute approval of the requested. All requests will be reviewed and acceptance will be based on Park District Policy, facility obtainability and staff availability.
2. Filing this request 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 or older.

## Bartlett Park District Aquatic Rental Rates and Hours of Availability:

To check availability, please contact the Aquatics Manager at 630-540-4828 or [nreed@bartlettparks.org](mailto:nreed@bartlettparks.org). All fees are subject to change. Higher security deposits may apply depending on the nature of the rental.

### Splash Central - Indoor Facility (350-person capacity for the full facility\*)

	Resident	Non-Resident
Full Facility	\$250.00 per hour	\$285.00 per hour

\*If headcount exceeds 100 people, an additional \$30/hour will be added to your overall charge

### Hours of Availability

#### **Splash Central** (September – May)

- Friday: 7:30PM – 11:00PM
- Saturday: 6:00PM – 11:00PM
- Sunday: 6:00PM – 11:00PM

**Please return this completed form to Natalie Reed (Aquatics Manager) at [nreed@bartlettparks.org](mailto:nreed@bartlettparks.org).**

<b>Office Use Only</b>	
Date Received: _____	RecTrac: _____
Rental Date Available: _____ YES or _____ NO	Calendar: _____
	Confirmation Form: _____
	Confirmation Email: _____
	Deposit Received: _____
HH# _____	Deposit Refunded: _____