



# Donald H. Schrade Gym Rental Request Form

694 W. Stearns Road 12.17.2025

**Facility Rental Procedures:**

1. The potential renter must complete the request form and return it to the Bartlett Park District. The “renter” refers to the person requesting, submitting payment, and attending the rental/rentals.
2. The Recreation Manager will review the request. You will receive a Donald H. Schrade Gymnasium Rental Confirmation form if the request is approved. The agreement and confirmation will be sent 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 Donald H. Schrade Gymnasium Rental Confirmation form and return it, along with the proper security deposit, within 7 business days of reviewing the agreement.
4. The final rental fee must be paid 7 days before your function date.

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

**Renter's Information:**

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Rental Information:**

Date/s Requested: \_\_\_\_\_ Day of Week: \_\_\_\_\_

Hours Requested: \_\_\_\_\_  am  pm TO \_\_\_\_\_  am  pm

Type of Rental: \_\_\_\_\_

Total Number Attending: \_\_\_\_\_

Rental Notes: (Example: Batting Cages only on Mondays/No rental over Labor day Weekend)

**Gym/Room Requested:**

(Check all that Apply)

- Gym (Max. 150)
- Gym + Batting Cages (2)
- Gym + Volleyball Net
- Skybox (Max. 30)
- Training Room (Max. 20)

**Gym Rental Add-Ons:**

(Check all that Apply)

- Sports Equipment Package

**Additional Equipment:**

(Check all that Apply)

- (2) Bow Net Soccer Goals: 4'x8'
- (2) L-Screens
- (20) Indoor Baseballs
- (20) Indoor Softballs
- (1) Pitching Mound

**Facility Rental Stipulations:**

1. Filing this request does not automatically constitute approval of the request, facility, or time requested. All submissions 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 that it feels is inappropriate.
4. The renter filing the request must be 21 years of age.

# DONALD H. SCHRADER GYMNASIUM: RENTAL POLICIES & PROCEDURES



## Reservation, Deposit & Payment

- ◆ All rentals will be processed on a first-come, first-serve basis. Reservations for the Schrade Gym will be taken no longer than six (6) months in advance.
- ◆ The Park District reserves the right to modify the deposit and/or rental fees if deemed necessary based on the size or scope of the rental request.
- ◆ All requests will be reviewed and accepted/denied based on: park policy, nature/scope of rental, and facility and staff availability.
- ◆ Full payment must be received before the facility is used and by the due date listed on the confirmation form.
- ◆ If your payment is being made 10 or less working days (working days are Monday-Friday, 8:30am-4:30pm, your payment must be paid by cash or credit card.
- ◆ Any group or individual which arrives early or stays beyond their scheduled time will be required to pay for the additional time.
- ◆ The "rental period" is defined as the entire amount of the time during which the renter occupies the facility. This includes time for set-up and take-down. Facility use will be the time designated on the application. The Park District's clock shall be the official time. If the renter fails to show after one half hour of their rental, they will be judged as a "No Show" and the building/facility will be closed and staff sent home.
- ◆ The Bartlett Park District shall not be liable for damages or its failure to perform due to contingencies beyond its reasonable control, including, but not limited to, fire, storm, earthquake, explosions, public disorder, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, equipment failures, building failures, or acts of God/nature.
- ◆ The park district does not offer rentals on any of the following holidays: New Year's Eve, New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve or Christmas Day.

## Cancellation & Refund Policy

- ◆ Rental fee payment will be required after the confirmation form is received. When filling out the request form, write the exact time you plan to enter the building and the exact time of departure.
- ◆ Refunds, minus a \$5.00 service charge will be given for cancellations if the following notice is given to the district: 14 or more working days prior to rental – full payment will be returned; 5-13 working days- 50% of the payment will be returned; less than 5 working days: no refund. Working days are Monday-Friday, 8:30 am-4:30 pm.
- ◆ If the facility is not left in satisfactory condition, or you arrive prior to or stay longer than your approved rental time, the Bartlett Park District may charge an additional fee. The organization or renter shall assume liability for any damage done to the building, equipment or park area being used and will be responsible for leaving the facility in satisfactory condition. The security deposit will be refunded if the facilities rented are found to be in acceptable condition as to cleanliness, timeliness and damage following the rental.

## Facility Usage

- ◆ The building, facilities or equipment shall not be used by any person(s) or corporation for private or business profit or financial gain.
- ◆ No food or drinks in the gym.
- ◆ No alcoholic beverages are allowed or shall be served on any Bartlett Park District premises.
- ◆ The room/gym rented must be left in the same condition as you found them. The Park District will remove the filled garbage can liners and replace them.
- ◆ If the fire alarms are activated, the renter will be responsible for all costs incurred to Bartlett Park District to reset the systems.
- ◆ It is understood that all renters and their guests will comply with the rules, regulations and ordinances of the Bartlett Park District, Village of Bartlett and the State of Illinois in use of the facility.

## Insurance

- ◆ The Park District provides no health/accident insurance for groups using its facilities. Groups may be requested to provide a Certificate of Insurance, signifying that they have sufficient insurance coverage.
- ◆ All organizations and individuals renting or using Bartlett Park District buildings, grounds or fields shall hold the Bartlett Park District harmless for any action or suit by any person or persons injured or occasioned by use of any Bartlett Park District field, or by any other person or organization

## Conduct and Supervision

- ◆ All renters and their guests are expected to act in an orderly fashion and are financially responsible for any damage occurring to the building, grounds or equipment.
- ◆ For any function, a sufficient competent adult (21 years of age or older) or chaperones must be provided by the renter for supervision. Park District staff will not act as chaperones. If the rental is a youth function, the renter must have 1 adult for every 10 youths under the age of 21.
- ◆ All rentals will be overseen by the Park District staff. They are empowered to restrict the group's misuse of the facility and protect Park District property from the renters and their guests due to conduct before, during and after the rental time has expired. Renters and their guests should cooperate with all park district staff. Should guests become unruly, the renter must assist the park staff in performing his/her duties. It is the responsibility of the renter to advise guests of the duties and authority of the supervisor/staff.
- ◆ The Park District staff are not on duty to assist with the renter's activities.

## Equipment

- ◆ The Park District will provide equipment based on the rental package. The renter will be responsible for helmets and bats. Park District Staff will be responsible for setting up/taking down equipment.
- ◆ The Bartlett Park District is not responsible for loss, theft or damage of personal property or equipment.
- ◆ Indoor softballs/baseballs must be used for softball/baseball team rentals. The same holds true for Lacrosse rentals.
- ◆ No tape of any kind should be applied by teams using the facility.

## General Policies

- ◆ Smoking is not permitted in Bartlett Park District Facilities in compliance with the Illinois Clean Air Act.
- ◆ Smoking is not permitted within 15 feet of the Bartlett Community Center Building in compliance with the Smoke Free Illinois Act.
- ◆ The renter gives the Park District the right to pursue collection methods for bad checks, additional damage, or time used and agrees to pay for such methods.
- ◆ The renter and or organization using this facility agrees to comply with the intent of the Americans with Disabilities Act and will not discriminate in any way against a person with a disability. All costs of doing so will be the responsibility of the organization or the renter.
- ◆ Not complying with these facilities' usage stipulations will result in cancellation of the usage, even if the rental time has not expired and forfeiture of all monies paid.
- ◆ Rates and policies are subject to change.

Date: \_\_\_\_\_

Renter \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone (Cell) \_\_\_\_\_ E-Mail \_\_\_\_\_

MAKE CHECKS PAYABLE TO THE Bartlett Park District

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Authorized by \_\_\_\_\_ Title \_\_\_\_\_