



Bartlett Community Center 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 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:

- | | | |
|--|---|---|
| <input type="checkbox"/> Arts & Crafts Room | <input type="checkbox"/> Program Room 1 | <input type="checkbox"/> Oak Room Section I (Non Banquet Use) |
| <input type="checkbox"/> Gym Court 1 | <input type="checkbox"/> Program Room 2 | <input type="checkbox"/> Oak Room Section II (Non-Banquet Use) |
| <input type="checkbox"/> Gym Court 2 | <input type="checkbox"/> Program Room 3 | <input type="checkbox"/> Oak Room Section III (Non-Banquet Use) |
| <input type="checkbox"/> Gym Court 3 | <input type="checkbox"/> Program Room 4 | <input type="checkbox"/> Program Room 5 |
| <input type="checkbox"/> Party Place Room 1 | <input type="checkbox"/> Dance Studio | <input type="checkbox"/> |
| <input type="checkbox"/> Party Place Room 2 | <input type="checkbox"/> | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> Bartlett Aquatic Center– Private Rental | <input type="checkbox"/> Splash Central– Private Rental | |
| <input type="checkbox"/> Bartlett Aquatic Center– Group Rate | <input type="checkbox"/> 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.



Bartlett Community Center Rental Rates

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

Facility	Resident Fees	Regular Fees	Security Deposit
Arts & Crafts Room Program room 5	Weekday: \$65/hour Weekend: \$85/hour	Weekday: \$65/hour Weekend: \$95/hour	\$50.00
Dance Studio	\$70/hour	\$80/hour	\$50.00
Gym (3 Courts Available)	\$80/hour/court	\$90/hour/court	\$50.00/ court
Party Place– One Room	Weekday: \$65/hour Weekend: \$75/hour	Weekday: \$65/hour Weekend: \$85/hour	\$50.00
Party Place– Two Rooms	Weekday: \$75/hour Weekend: \$95/hour	Weekday: \$75/hour Weekend: \$105/hour	\$50.00
Program Rooms 1-4	Weekday: \$65/hour Weekend: \$70/hour	Weekday: \$65/hour Weekend: \$80/hour	\$50.00
Oak Room– One Section Meeting Rate (M-Th only) Projector Screen	\$90/hour \$20	\$105/hour \$20	\$50.00

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-9pm

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

Bartlett Park District * 700 South Bartlett Road* 630-540-4800* www.bartlettparks.org