

Room Rental Procedure:

- The person signing the Rental Request is the Renter.
- Renter must be on site during the entire rental period and is responsible for the rental room and all guests in attendance
- Upon approval of rental request, an e-mail is sent to the address provided.
- The Renter has 48 hours to make full payment after the confirmation is sent.
- Failure to make payment results in the release of the room making it available to another renter.
- Credit/Debit Card payments are made at our website at www.tinleyparkdistrict.org. We accept Visa, Mastercard or Discover.
- Log into your account with your user name and password. ***Please obtain your user name and password prior to leaving today if you have not used this feature.***
- Follow the instructions on the letter attached to this form to complete payment.
- Check/Cash payments are accepted at the Recreation Center within the 48 hours allotted.

Room Rental Rules and Guidelines

- All guests must follow the IDPH, DCEO, and CDC COVID-19 guidelines while in the facility.
- Please sign in and out at the front desk to gain access to your rental.
- Items cannot be delivered in advance as these rooms are used for other activities.
- Decorations are limited to table decorations. There is **no hanging or taping of decorations on walls, doors or windows including Piñatas**. NO Silly String or confetti allowed. The renter must remove and dispose of all decorations.
- Rental time includes room clean up. Additional time used after rental ends is charged in ½-hour increments. Please keep this in mind when selecting the amount of time for your rental.
- Guests to your event must remain in the rented room. Use of other areas of the center is prohibited. Your guests are your sole responsibility. There is **NO SMOKING** in any Park District Building.
- **Only** beer and wine permitted in the rented room. *Absolutely no other liquor allowed.* All liquor must remain in the room at all times. Your guests may not leave the room with liquor in their possession. NO underage drinking permitted. You are solely responsible for your guests and their actions.
- Each room has a maximum number of people allowed. Due to safety ordinances, that number is strictly enforced. Rentals that exceed room maximum will be dispersed and the renter may face a \$200 fine.
- There may be other programs, events and/or rentals in the facility during your scheduled rental. This room rental does not include exclusive use of the facility and parking lots. Guests should park in the main lot to the north of the facility. You may use the rear door to drop off and pick up your items only.
- The room will be set up in our basic format of 5-ft. round tables with eight chairs at each table based on the number of people stated on your rental request. Six-foot rectangle tables will be set up for food, gifts, registration etc. Advise the front desk should you require additional tables or chairs.
- The Park District will have staff on duty during your rental to assist you and remove bagged trash. It is the sole responsibility of the Renter to supervise all event activities during the rental. All guests should enter and exit through the main entrance.

- Renters must clean all kitchen appliances including stove, microwave and refrigerator if used. Counter surfaces and sinks used must be wiped down and left in the condition in which they were found. All kitchen items used must be cleaned and returned to the proper location.
- Trash should be gathered and bagged for maintenance staff to dispose of. It is your responsibility to clear tables, remove tablecloths and pick up after your guests. This includes balloons and all other decorations.
- Take a moment to review the size of the room and make sure that the room size is large enough for your event.
- NO Candles or open flames of any kind allowed; you may use Sterno cans and battery-operated candles.
- You will be charged for any/all damage to the rented room/facility.
- If cancellation of the rental occurs less than 14 days prior to the rental date, a cancellation fee of \$50 will be charged.
- The Tinley Park-Park District does not allow for the use of its buildings for the following functions: Bachelor, Bachelorette, Political, Religious, or any events or functions dealing with gambling, fund raising, selling or money changing hands of any kind. Anyone conducting such an activity will be found to be in violation of the rental agreement and falsifying the rental questionnaire. They will be subject to the filing of complaints and charges by the Park District against the renter with the Tinley Park Police.