

Hours of Operation

Monday - Friday 5 am - 10 pm
Saturday 7 am - 7 pm
Sunday 8 am - 6 pm

Features

- 122,000 square foot building adjacent to Rice Pool & Water Park
- Nine (9) multi-use rooms available for group rental
- Accessible for persons with disabilities; wheelchair available
- Public restrooms
- Drinking fountains
- Parking for 600 cars
- WiFi access available in some meeting rooms

Room Capacities

- Memorial Room: 400-450 with chairs; 250 with tables
- Rathje Room: 60 with chairs; 36 with tables
- Kelly Room: 60 with chairs; 36 with tables
- Atten Room: 60 with chairs; 36 with tables
- Central Room: 60 with chairs; 36 with tables
- Arrowhead Room: 60 with chairs; 36 with tables
- Cosley Room: 50 with chairs; 28 with tables
- Graf Room: 50 with chairs; 28 with tables
- Atten & Central: 120 with chairs; 72 with tables
- Arrowhead/Atten/Central: 180 with chairs; 108 with tables
- Northside: 75 with chairs, 36 with tables

Rental Categories

- A. **Youth/Adult Serving Groups** who reside within park district boundaries.
- B. **Nonresident** – Youth/adult serving groups/individuals who reside outside park district boundaries.
- C. **Commercial** – Individuals, groups and organizations within the park district, as well as out-of-district, for the purpose of monetary gain.



Community Center

1777 S. Blanchard
Wheaton, IL 60187

www.wheatonparkdistrict.com

630.690.4880

Community Center Rentals

Your home away from home



A facility of Wheaton Park District



celebrations • meetings • reunions

Equipment Rental Fees

Easel/Chalkboards

Easel	\$8
Easel w/dry erase board/markers	\$10
Easel w/dry erase board & flip chart, markers	\$12
Chalkboard and chalk	\$8

Lecterns

Desk top model	\$8
Floor model	\$14
Floor model w/sound system	\$45

Projectors and Screens

Audio visual cart	\$8
Overhead projector	\$20
LCD projector	\$25
Screens (60" x 60")	\$12

TV/VCR/DVD

TV/VCR/DVD/Cart	\$40
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Miscellaneous

Extension cord	\$5
Coat rack	\$15
Piano	\$80

Special Service Charge

1. A minimum special service charge of \$20 will be made when any room reservation involves extra handling of chairs, tables or similar equipment that is not previously requested.
2. Excessive cleanup costs by park district custodial staff will be charged and billed to the renter at the rate of \$20 per hour at the discretion of the Facility Manager. Excessive damage includes, but is not limited to, floor scrapes, appliance damage and large amounts of food or stains found on floor.
3. Time used by the renter beyond the specified reservation will be assessed at the hourly room rate, and charged by the quarter hour. Payment is due before the renter leaves the facility.
4. Any party wishing to charge an entrance fee must submit a request in writing for Executive Director/Board approval.

Rental Rates

All room rental rates are per hour:

Room Name	Maximum will Accommodate	Category A	Category B	Category C
Memorial	400 w/chairs; 200 w/tables	\$77	\$153	\$177
Rathje	60 w/chairs; 36 w/tables	\$23	\$45	\$52
Kelly	60 w/chairs; 36 w/tables	\$23	\$45	\$52
Atten	60 w/chairs; 36 w/tables	\$23	\$45	\$52
Central	60 w/chairs; 36 w/tables	\$23	\$45	\$52
Arrowhead	60 w/chairs; 36 w/tables	\$23	\$45	\$52
Atten/Central	120 w/chairs; 72 w/tables	\$45	\$90	\$103
Atten/Central/Arrowhead	180 w/chairs; 108 w/tables	\$68	\$135	\$155
Cosley	50 w/chairs; 28 w/tables	\$23	\$45	\$52
Graf	50 w/chairs; 28 w/tables	\$23	\$45	\$52
Northside	75 w/chairs; 36 w/tables	\$26	\$51	\$60

We reserve the right to change the assigned room if it becomes necessary.

Rental Procedures

1. Applications must be made in writing and on the form provided by the park district and signed by the adult assuming responsibility for the group. Applications may be faxed or dropped off in person at the Wheaton Park District Community Center, 1777 S. Blanchard, Monday-Friday, 5 am to 10 pm, Saturday, 7 am to 7 pm, and Sunday, 8 am to 6 pm.
2. Applications are processed on a first-come, first-served basis within seven (7) days of receipt.
3. Reservation Schedule
Because park district programs are conducted according to four program seasons, room requests will be granted on the same schedule. Listed below are the schedules for the fall, winter, spring, and summer seasons:
 - Fall applications may be submitted on or after July 1 for use of the facility between September 1 and December 31.
 - Winter applications may be submitted on or after November 1 for use of the facility between January 1 and March 31.
 - Spring applications may be submitted on or after February 1 for use of the facility between April 1 and May 31.
 - Summer applications may be submitted on or after April 1 for use of the facility between June 1 and August 31.



4. All rental monies must be paid one week in advance. Failure to pay by the designated deadline will automatically result in cancellation. If you cancel within two (2) days of rental date, 50% of the payment will be returned.
5. Rental charges are subject to change upon periodic review.
6. The gym, fitness/dance rooms and kitchen are not available for rental.
7. Due to liability issues, homemade goods are not allowed to be served.
8. Rooms can only be rented during regular hours of operation of the Wheaton Park District Community Center and upon approval of the Facility Manager.