

CENTRAL athletic center

A facility of the Wheaton Park District
In cooperation with School District 200



Central Athletic Center Rental Application

603 S. Main Street • Wheaton, IL 60187

Please check area that you request to rent below and return application to:
Wheaton Park District Community Center, 1777 S. Blanchard, Wheaton, IL 60189
Fax to: 630.668.3813 Email to: bkeene@wheatonparks.org

- Central Athletic Center - Large Gym
- Central Athletic Center - Kale Gym
- Central Athletic Center - Upper Gym
- Central Athletic Center - Batting Cage(s)
- Central Athletic Center - Meeting Room

Rental date(s) requested: _____ S M T W TH F SA (Circle one)

Time of rental: Arrival _____ Departure _____ Total Hours _____

Contact person: _____ Phone (home) _____ (work/cell) _____

Street Address: _____ City _____ Zip _____

Email Address: _____ Date of Birth _____

Name of organization (if applicable): _____

Type of organization: Service Club Athletic Religious Social Political Commercial

Other _____ Is your organization non-profit? YES NO

For organization name, address and phone number of two officers or sponsors that the WPD may contact:

1. _____

2. _____

Americans with Disabilities Act special needs? YES NO

If so, please specify: _____

Purpose of rental: _____

Expected attendance: _____

Please describe any type of material, literature or equipment you will supply for your group: _____

Will there be an admission charge/donation? YES NO If so, how much and why? _____

How did you hear about us? _____

Facility Rental Policies

1. Wheaton Park District sponsored activities shall have priority at the Hubble Athletic Center.
2. All facility rental requests must be made a minimum of two weeks in advance. Requests will not be accepted more than 90 days in advance.
3. Full rental payment must be received before gym/ room is used – Cash or credit card only, no personal checks.
4. All materials/decorations brought into a gym or room must be removed.
5. All trash and garbage must be placed in appropriated receptacles. Groups are required to comply with Wheaton Park District's recycling policy and use provided receptacles.
6. Smoking is not permitted in Wheaton Park District facilities.
7. Groups with youths under the age of 18 must have one adult over age 21 for every 10 youths. Any group which does not adequate supervision or fails to maintain discipline will be asked to leave.
8. Person applying for a rental must be 21 years of age.
9. Proof of liability insurance may be required by the Wheaton Park District.
10. No individuals or groups may use Wheaton Park District facilities with the purpose of private monetary gain or fundraising without special permission from the Athletic Director of the Wheaton Park District.
11. Rentals include designated gyms or rooms and not adjacent grounds.
12. No set-up time is given for court rentals.
13. Wheaton Park District needs to approve all equipment used in the Central Athletic Center.
14. Contact person or organization officials must be present during rental.
15. Any custodial service required over and above the group's normal clean-up will be charged at the rate of \$20 per hour and subtracted from your security deposit.
16. All requests are on a first come, first served basis. A \$50 security deposit per gym rental is required. Additional deposit may be required, depending on the nature of the rental. Renter is responsible for the cost of additional damage expenses. If the room has no damage, the security deposit will be returned in Wheaton Park District check form approximately 10 days after room rental date. Credit card deposits will be issued back to the credit card.
17. All fees apply to normal operation hours.

Rental Categories and Hourly Rates*

	Resident	Nonresident	Commercial
A. Large Gym	\$60	\$80	\$135
B. Kale Gym	\$50	\$70	\$122
C. Upper Gym	\$40	\$60	\$105
D. Batting Cage			
½ Hour	\$15	\$25	\$30
1 Hour	\$25	\$40	\$55
E. Meeting/ Party Room	\$40	\$55	\$80

*Rental rates subject to change

Rental Group Categories

- Youth/Adult Serving Groups: (70% Residents) who reside within park district boundaries (Boy Scout, Girl Scout, Church Groups)
- Nonresident: Youth/Adult serving groups/individuals who reside outside park district boundaries.
- Commercial: Individuals, groups and organizations within the park district as well as out of district, for the purpose of monetary gain.

Draw a Diagram of Desired Set-up

Equipment requested

Number of chairs _____

Number of long tables _____

Other _____

Some items may not be available.

X- chair long table

I have read Wheaton Park District's policies and agree to abide by them or risk forfeiture of our room rental or security deposit.

Signature of Applicant _____ Date _____

Office Use Only

Deposit Paid: Date _____ Amount _____ Initials _____

Center Schedule

Approved _____ Disapproved _____ Date _____ Room Fee _____ hours x \$ _____ hr = _____

Facility Manager: _____ Additonal tables / chairs _____ = _____

Approved _____ Disapproved _____ Date _____

Reason Disapproved _____ Special Equipment _____ = _____

Deposit Returned: Date: _____ Initials _____ Other Charges _____ = _____

CHARGES: Date paid _____ Initials _____ TOTAL CHARGES _____