



# FACILITY RENTAL FORM

Korte Recreation Center  
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1 Nagel Drive  
PO Box 218  
Highland, IL 62249

## RENTING A ROOM DURING OPERATING HOURS DOES NOT INCLUDE DAILY ADMISSION FEES

Renter (Business/Organization or Individual's Name): \_\_\_\_\_

Representative (if Business/Organization): \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

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

Portion of the Facility Rented: \_\_\_\_\_ Rental Date: \_\_\_\_\_

Hours Rented (Include set-up & clean-up): \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM Attendance Expected: \_\_\_\_\_

Will food be served? YES NO Coffee Service: 25 guests or less \$5 \_\_\_\_\_ 25 guests or more \$10 \_\_\_\_\_

Room Setup: Theater \_\_\_\_\_ Banquet \_\_\_\_\_ U-Shaped \_\_\_\_\_ Hollow Square \_\_\_\_\_

If a different setup is preferred, please attach a diagram.

\* Meeting Rooms and the Conference Room are for a four-hour time block during operating hours.

<u>Rates</u>	<u>Member</u>	<u>Non-Member</u>	<u>Banquet</u>	<u>Theater</u>
Room 1	\$45	\$60	20	24
Room 2	\$45	\$60	18	19
Room 3 (Kitchenette Included)	\$60	\$75	26	32
Room 2 & 3	\$70	\$85	46	53
Conference Room	\$55	\$70	10	NA
Additional Hours	\$10	\$10		

**Multiple Rental Discount:** When payment is made at one time for more than one rental, 10% off is awarded for the 2nd rental and increases 10% more for each additional rental up to a maximum of 40% off.

### Hourly Rates

**The facilities listed below are available to rent only after normal operating hours.**

Gymnasium	\$60/hr	\$75/hr
Fitness Area	\$65/hr	\$80/hr
Fitness Game Room	\$60/hr	\$75/hr
Pool (after hours)	\$105/hr	\$120/hr
Pool (Sep-May 1-3 PM)	\$70/hr	\$85/hr
Entire Facility	\$225/hr	\$240/hr

\*Additional guard needed for 100+ guests  
at a rate of \$10/hr for every 25 guests.

### Overnight Facility Rentals: Entire Facility \$165/hr

Pool and Gym \$130/hr ~ Fitness Game Room \$20/hr ~ Fitness Area \$20/hr ~ Meeting Rooms \$10/hr

Overnight Rentals are for a minimum of 6 hours. Pool time is included during the first 3 hours. Additional pool hours can be purchased at \$50/hour.

Rental fees will be refunded if notice of cancellation is two weeks prior to the event, 50% refunded within two weeks but not prior to two days before the event, and no refund within two days prior to the rental.

A \$50 security deposit in the form of a check or money order is due prior to each rental and will be returned approximately a week after, if no damage occurred.

For Office Use Only:

Rental Fee Due \$ \_\_\_\_\_ Cash / Check # \_\_\_\_\_ / Charge Security Deposit \$50 Check # \_\_\_\_\_

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

## **FACILITY RENTAL REGULATIONS**

### FACILITY AVAILABILITY:

1. The programs and services of the Korte Recreation Center have priority in regards to facility usage.
2. Facilities will not be rented for any programs similar to City programs.
3. Facilities will not be rented for any activity that may violate good morals, manner or taste, be injurious to people or property or conflict with City principles.
4. Facilities are available under a "private party" use arrangement. The applicant of the activity is responsible for their group's actions including any damages or losses caused to the center.
5. No solicitation of recreation center guests, other than rental guests, is allowed for sales purposes.

### PREPARATION/FURNITURE/EQUIPMENT:

1. Decorations must not be attached to the walls, ceilings, windows, casework or sprinkler systems.
2. Confetti is not permitted.
3. Decorations must not alter or damage any surfaces. No nails, hooks, tacks or screws may be placed into any part of building.
4. Only scotch tape may be used for decoration placement.
5. Renter may store items only during their rental period. No items may be delivered or stored prior to or following a rental.
6. No candles allowed, with exception of food warming, floating, battery, or birthday candles.

### FACILITY USE:

1. Guests must follow the established rules and regulations of the community center. Violations of such regulations or misrepresentation of use may be use for immediate cancellations of the rental.
2. Facilities are available to people of all abilities. Renter may not exclude anyone from participation in or subject anyone to discrimination based on race, religion, color or national origin.
3. Rental of one room does not give the renter privileges in any other part of the building and does not include daily admission.
4. Renter will be responsible for any and all damages to the facility and/or contents there resulting from their usage.
5. Applicant renting facility must be present during entire rental period.
6. Use will be restricted to the terms of the application including area reserved, time of entry and departure, intended activity, etc.
7. Conduct will not violate local, state, or federal laws and will at all times be conducted in a mature and responsible manner.
8. Community center staff will perform their regular assigned duties. They are not available for group supervision.
9. Supervision will be required for all youth groups including male chaperons for male participants and female chaperons for female participants. Minimum chaperons requirement are as follows:
  - Age 8 and younger: Chaperons, 16 years minimum; ratio 1:5 minimum
  - Age 9 -12 : Chaperons, 16 years minimum; ratio 1:15 minimum
  - Age 13 and older: Chaperons, 21 years minimum; ratio 1:20 minimum
10. Entertainment, catering or other agents of the groups are the responsibility of the applicant.
11. Accidents occurring on the community center property must be reported to the facility supervisor on duty.
12. Smoking and/or use of any other tobacco products in the facility are prohibited.
13. There will be no alcohol served or brought into the facility.
14. Profane language is not acceptable.
15. Only music suitable for a public facility will be allowed. The volume is subject to control by the Korte Recreation Center.
16. Appropriate apparel must be worn in accordance with the area of facility being used. Shirt and shoes are required at all times, with the exception of the pool area.
17. Lost or found items may be turned in at the front desk. Any items found will be kept for 3 weeks and then removed.
18. The Korte Recreation Center will not be responsible for personal property while a group is using the facility.
19. Ending time of rental means that the renter is completely out of the building.
20. Renter agrees to indemnify and hold harmless the Korte Recreation Center, its officials, and employees from any claim or cause of action brought by renter, his agents, employees or guests arising from the use of the facility.
21. All activity/party room renters must follow general facility rules.

I have read, understand, and agree to abide by the rental regulations above.

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Signature

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Date