



# SYCAMORE PARK DISTRICT

## COMMUNITY CENTER RENTAL APPLICATION

EVENT DATE \_\_\_\_\_

APPROVAL \_\_\_\_\_ DATE \_\_\_\_\_

BOOKED \_\_\_\_\_ PAID \_\_\_\_\_

DATE CREATED \_\_\_\_\_

### CONTACT INFORMATION

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ALTERNATE CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**BUSINESS/ORGANIZATION:** \_\_\_\_\_

EXEMPT?    YES        NO        SYCAMORE PARK DISTRICT RESIDENT?    YES        NO

ADDRESS \_\_\_\_\_

If different than billing address above

### EVENT INFORMATION

Type of Event:

Renter Access Time:                  Departure Time:                  Estimated Attendance: Adults 18+:                  Kids 0-17:

#### ROOM(S) REQUESTED

Multipurpose Room    **A**        **B**        **C**        **A/B**                  Patio

Gymnasium    **Full**        **Half** 1 COURT        **Quarter** 1/2 COURT                  Splashpad

**DATE(S)**                  **DAY OF THE WEEK**                  **MONTH/DAY/YEAR**

First Choice

Second Choice

### ROOM SETUP Help us envision your event! Click all boxes that apply and feel free to add instructions.

#### SEATING                  ADDITIONAL SETUP NEEDS, INSTRUCTIONS, & NOTES:

Tables & Charis | Tables:    Round        Rectangle

Chairs Only

High-top Tables

### EVENT LOGISTICS

Will decorations be hung?        Yes        No  
Must use painters' tape on walls and no open flames.

Will admission be charged?        Yes        No

Will items be sold?                  Yes        No





If yes, please explain:

ADDITIONAL SETUP NEEDS, INSTRUCTIONS, & NOTES:

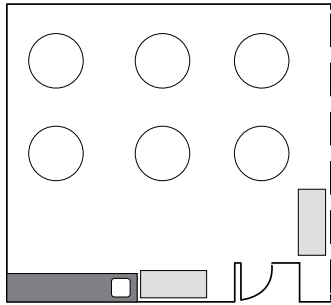
RATE PER HOUR		CAPACITY   CHARIS PER TABLE TYPE			
MULTIPURPOSE ROOMS		ROUND	6' RECTANGLE	6' LECTURE	CHAIRS ONLY
MPR A OR C	\$50   \$74	8 per table=48	8 per table=48	24	49
MPR B	\$50   \$74	8 per table=32	8 per table=40	24	47
MPR AB	\$100   \$148	8 per table=96	8 per table=96	24	96
GYMNASIUM					
FULL GYM	\$200   \$296	The Gymnasium's capacity varies by activity. Call 815-895-3365 for details.			
HALF GYM   1 full court	\$100   \$148				
1/4 GYM   1/2 court	\$50   \$74				
OPTIONAL ADD-ONS   PER HR		RES   NR = RESIDENT   NONRESIDENT Resident=Sycamore Park District Resident			
After Hours	\$25   \$38				
Patio (picnic tables only)	\$25   \$38				
Activity Leader	\$25				
Splashpad	\$100				
Minimum rental 2 hours. Must be during building hours.					

**NOTE:** Setup options, including the number of tables and chairs needed, must be finalized prior to the event date. Additional tables/chairs will not be available the day of.

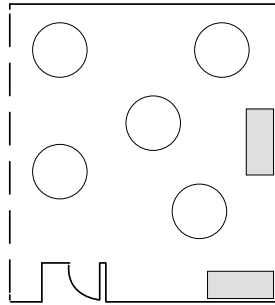
### MULTIPURPOSE ROOMS A, B & AB SETUP OPTIONS

-  Food Table
-  Counter & Sink
- 6-8 CHAIRS PER TABLE**
-  Round Tables
-  Rectangle Tables

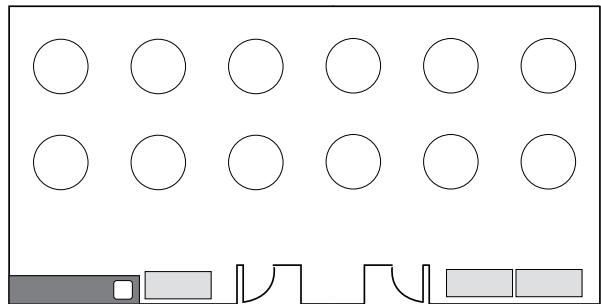
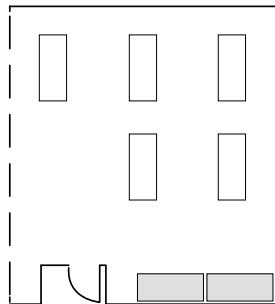
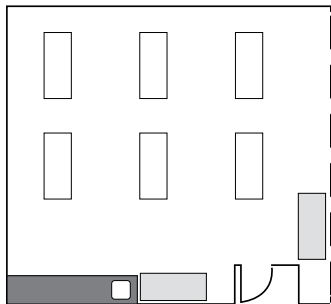
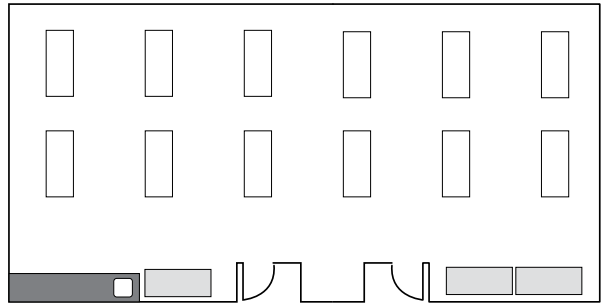
MPR A



MPR B



MPR AB



RENTER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MANAGER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_