



PO Box 218
 1 Nagel Drive
 Highland, IL 62249
 www.highlandil.gov

KORTE RECREATION CENTER RENTAL FORM

Ph: 618-651-1FUN(1386)

Fax: 618-651-6309

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

Email: _____ Home/Cell Phone: _____

Address: _____ City: _____ Zip: _____

Facility Area Rented: _____ Rental Date: _____

Time (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 \$10 _____

Meeting Room Setup: Theater _____ Banquet _____ U-Shaped _____ Hollow Square _____

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

<u>Operating Hour Rates</u>	<u>Member</u>	<u>Non-Member</u>	<u>Banquet</u>	<u>Theater</u>
Room 1 (2 hrs)	\$40	\$55	20	24
Room 2 & 3 (2 hrs)	\$65	\$80	46	53
Conference Room (2 hrs)	\$35	\$50	10	NA
Meeting Room Addt'l Hours	\$15	\$15		
Half of Gymnasium (90 min)	\$50	\$70	*Additional \$5 for Volleyball Set-up & Removal	

Multiple Room Rental Discount: When payment is made at one time, receive 20% off two consecutive rentals during operating hours. For each additional rental, receive an additional 10% off, with a maximum of 60% discount.

After Hour Hourly Rates

Gymnasium	\$80/hr	\$100/hr
Meeting Room(s)	\$65/hr	\$85/hr
Pool (After Hours)	\$175/hr	\$200/hr
Pool (Sep-May, M-F, 1-3 PM)	\$150/hr	\$170/hr
Entire Facility	\$275/hr	\$300/hr

**Additional guard needed for 75+ guests at a rate of \$20/hr for every 25 guests.*

Rental fees will be refunded if notice of cancellation is two weeks prior to the event.

A \$50 security deposit in the form of a check 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 facility.
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 facility. 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.
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. Facility 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 facility property must be reported to the 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 KRC staff.
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.

Signature

Date