



COLLINSVILLE AREA RECREATION DISTRICT
www.CollinsvilleRec.com

10 Gateway Drive, Collinsville, Illinois 62234 • (618) 346-PLAY(7529) • (618) 346-7530 (fax)

ACTIVITY CENTER ROOM RENTAL INFORMATION

FACILITIES

The Collinsville Area Recreation District (CARD) offers its Activity Center for use by the general public. The Center is conveniently located near Interstate 255 and Interstates 55/70 in Eastport Plaza, which is also home to Collinsville's hotel district, the Gateway Convention Center, and CARD's own Splash City Family Waterpark.

The rental space available at the Activity Center is comprised of two large rooms that can be divided into four smaller rooms and are perfect for birthday parties, bridal or baby showers, business conferences, and other social gatherings. The proximity to over a dozen restaurants in Eastport Plaza and along Illinois Route 157 are very helpful for groups needing to break for lunch or have food delivered during a meeting.

RESERVATIONS

The rooms at the Activity Center are regularly available Monday through Thursday from 8:30 a.m. to 9 p.m., and Friday from 8:30 a.m. to 5 p.m. for the Standard Fee rates, as outlined below. Rooms rented outside of these times are considered "After Hours" rentals and are charged at the After Hours Fee rates, also outlined below. All reservations are subject to Center and staff availability and must be submitted at least five business days prior to the requested rental date. **Rooms are not available for rent on holidays when the District offices are closed.**

Reservations can be made at the Park District Administrative Office/Activity Center located at #10 Gateway Drive, Collinsville, IL 62234, weekdays between the hours of 8:30 a.m. and 5 p.m., or by calling the office at 618-346-7529.

EQUIPMENT AVAILABLE

The following equipment is available to rent for \$10 each item:

- Television cart including 27 inch television with DVD player
- Slide projector
- Speaker podiums (2 available)
- Portable P.A. system
- Overhead projector

Tables and chairs are available upon request (50 chairs per room) at no charge. While a building attendant will be on duty during your visit, custodial assistance is not available, there are no food storage or food preparation facilities available and the setup/takedown of chairs and tables and clean-up is the responsibility of the renter.

All rental and damage deposit fees must be submitted with the application. A separate check is required for the damage deposit and will be returned after the facility manager reviews the room(s) and deems that no damage has occurred. If there are damages, the deposit will be applied to the cost of repairs.

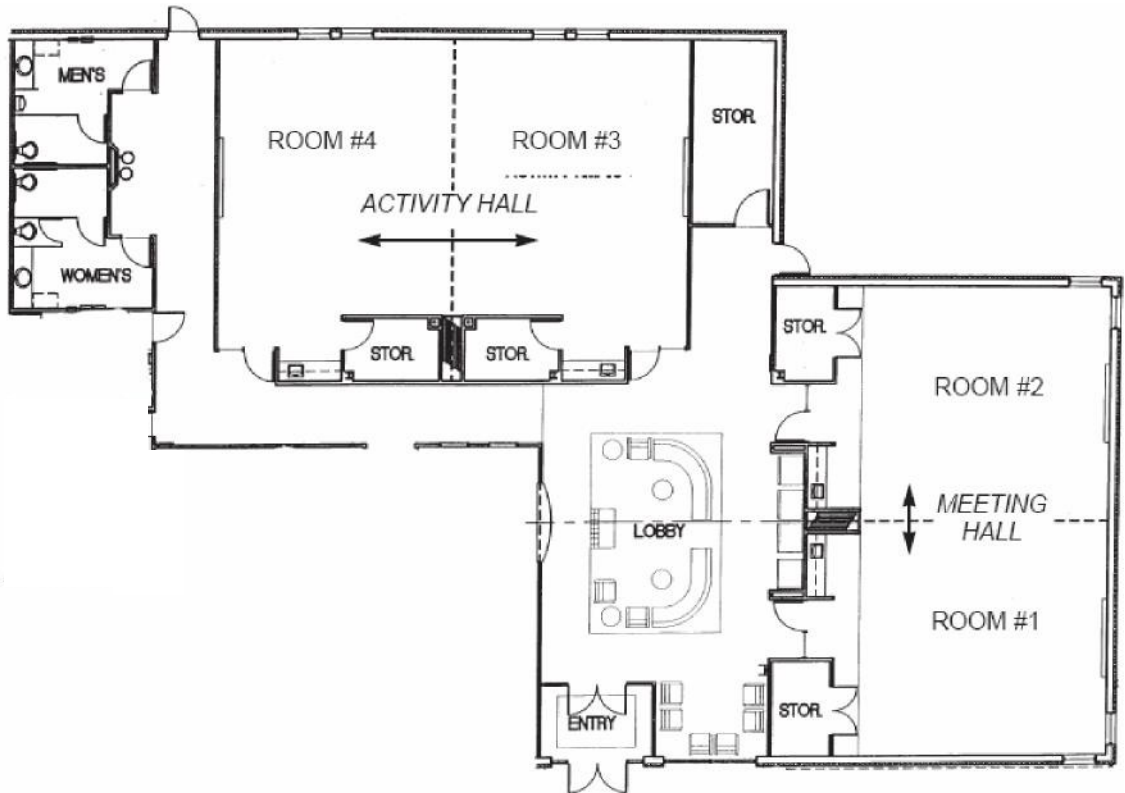
CANCELLATIONS

Reservations cancelled 48 hours or more in advance will receive a full refund (minus a \$10 processing fee). Cancellations made less than 48 hours in advance will receive a 50 % refund.



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FACILITY CAPACITY

- Rooms: 1 – Meeting Room 28' x 24' seats 50
2 – Meeting Room 28' x 24' seats 50
3 – Meeting Room 28' x 24' seats 50
4 – Meeting Room 28' x 24' seats 50
- Halls: Meeting Hall—Rooms 1 & 2 Combined 28' x 48' seats 100
Activity Hall—Rooms 3 & 4 Combined 28' x 48' seats 100
- Lobby: Activity Center Lobby holds 25
- Center: Activity Center – All rooms and lobby holds 200-250

Please note: Capacity numbers are approximate and will vary depending upon your set up. There are no food storage / preparation facilities.

ROOM SET UP/CLEAN UP

Rooms 1 - 4 have a chair and table storage closet. Tables are 6' x 2 1/2'. Classroom tables are also available and are 6' x 1 1/2'. Set up of tables and chairs are the responsibility of the renter. The renter is also responsible for room clean up and return of chairs and tables to storage location.

Trash cans with a liner are provided in the rooms, and the Front Desk Attendant will provide access to cleaning equipment/supplies, if necessary. **However, the Front Desk Attendant will not supply additional trash liners or items such as tape, scissors or any other items that the renter might need to set up the room(s), this is the sole responsibility of the renter. The renter also is responsible for the removal and disposal of full trash cans. Full trash liners should be placed into the dumpster. Renters will be provided with one liner to replace the one liner they removed.**



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FEES

The fees outlined below are charged at an hourly rate. Standard Fees are charged for rooms rented Monday thru-Thursday from 8:30 a.m. to 9 p.m., and Friday from 8:30 a.m. to 5 p.m. After Hours Fees are charged for room rentals scheduled outside of these times, to include the weekends (Friday after 5 p.m. and Saturday and Sunday), and are subject to staff availability.

*Users are given access to the room 15 minutes prior to the start of the rental period for room set-up and 15 minutes after the rental period for room clean-up at no additional charge. If additional time is necessary for room set-up and clean-up, the user should add that time to the reservation. **An additional charge of \$1.00 per minute will be applied to rentals exceeding the agreed upon rental period (e.g. extra time for take down of room).**

***Functions involving food are limited to rooms three and four.**

Facility	Approximate Capacity	Standard Fee	After hours Fee	Standard Fee	After hours Fee	Damage Deposit
		In-District	In-District	Out-Of-District	Out-Of-District	All
Room 1	50	\$20	\$40	\$30	\$60	\$150
Room 2	50	\$20	\$40	\$30	\$60	\$150
Rooms 1 & 2	100	\$35	\$70	\$55	\$110	\$200
(Meeting Hall)						
Room 3	50	\$20	\$40	\$30	\$60	\$150
Room 4	50	\$20	\$40	\$30	\$60	\$150
Rooms 3 & 4	100	\$35	\$70	\$55	\$110	\$200
(Activity Hall)						
Lobby	25	\$10	\$20	\$20	\$40	\$150
Activity Cntr	200-250	\$75	\$150	\$100	\$200	\$300

During Regular Business Hours Only

Half Day Cap = 3.0 times hourly rate (A half day is four hours)

Full Day Cap = 6.5 times hourly rate (A full day is eight hours)

***Any rental over four hours is charged at the full day rate.**



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RULES AND REGULATIONS

1. Alcoholic beverages are prohibited in the building and parking lot.
2. All District buildings are smoke-free.
3. Events may be terminated by the District due to emergency or breach of rules and regulations.
4. The District reserves the right to limit the number of people allowed in the area rented.
5. The setup of chairs and tables is the responsibility of the renter. The renter is also responsible for returning tables and chairs to their storage location.
6. Requests for District rental equipment are to be made at the time of the reservation. The District will NOT sign for items brought into the building by a third party to be used at the time of the rental. All such items must be picked up at agreed take down time. The District will not be held accountable for loss and damage to such items – this is the sole responsibility of the renter.
7. The District requires that electrical equipment not be operated without prior approval.
8. The District is not responsible for the loss of or damage to guest's belongings.
9. All reservations are subject to facility and staff availability and must be submitted at least five business days prior to the requested date.
10. Rental time fees will be added at a charge of \$1.00 per minute if the rental exceeds the agreed rental period. The payment will be subtracted from the damage deposit.
11. Reservations cancelled within 48 hours (two business days) in advance of the rental date will receive a full refund (minus \$10 for processing).
12. Cancellations made less than 48 hours (two business days) in advance will receive a 50% refund.
13. The District will provide a building attendant during the rentals.
14. Custodial assistance is not available during rental times. Rental rooms and equipment should be returned to the same condition as they were prior to the rental. Items that are brought into the building must be removed from the building and not left for later pick-up. Full trash liners must be removed and taken to the dumpster. A new liner must be placed in the trash can. The office will provide you with one liner in addition to the liner already in the can.
15. There are no food storage or food preparation facilities available to renters.
16. Items may not be hung or attached to any ceiling surfaces.
17. Adherence of items to any painted surface or the floor is prohibited.
18. Candles and other open flame sources are not permitted.
19. We reserve the right to cancel functions due to inclement weather or acts of nature. Should this occur, rentals will either be rescheduled at the discretion of the user or a refund will be provided.

Applicant's Initials

Date



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ACTIVITY CENTER ROOM RENTAL APPLICATION

All reservations are subject to facility and staff availability and must be submitted at least five business days prior to requested date. Reservations are not final until damage deposit and full rental fees have been paid.

Date of Application ____ / ____ / ____
Month Day Year

Name of Group/Organization: _____

Name of Person Applying: _____

Address: _____

Street City State Zip Code

Phone Number: _____ Email: _____
Home Cell Work

APPLICATIONS WILL NOT BE PROCESSED IF THE FOLLOWING INFORMATION IS NOT PROVIDED:

1. Date(s) requested: _____ Begin Time: _____ a.m./p.m. End Time: _____ a.m./p.m.
Month/Day/Year
 - a. Total number of after hours for rental: _____ b. Total number of regular hours for rental: _____
2. Please list the name and phone number of one other adult who will attend the function:
 - a. Name: _____ Phone: _____
3. Activity Center Equipment:
 - a. Number of tables and/or chairs requested: _____ Tables _____ Chairs
 - b. Other equipment: _____
4. Will food be served? Yes No
 - a. If yes, describe: _____
 - b. Will you be using a roaster? Yes No
5. Estimated number of attendants: _____Adults _____Minors
(Please answer A if the event is held for a group under the age of 18)
 - a. How many adults will be supervising during the length of the function? _____
6. Which room(s) is/are being reserved? _____
7. Will your group bring materials, literature or equipment other than food supplies to the function? Yes No
 - a. If yes, please describe: _____
8. Will any items be offered for sale or funds solicited? Yes No (See Executive Director if in doubt)
 - a. If yes, for what purpose? _____
9. Will temporary signs or structures be put up? Yes No
 - a. If yes, for what purpose? _____
10. Will there be a DJ or musical instruments? Yes No
11. Will amplified sound be used? Yes No
12. Applicant has received, read and agrees to the rules and regulations governing room rentals for the CARD Activity Center. YES NO



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ACTIVITY CENTER ROOM RENTAL APPLICATION (CONT.)

AGREEMENT

The undersigned, as applicant or as applicant’s duly authorized agent in this regard, as the case may be, certifies to the District and agrees to the following:

1. The undersigned has read the application and has completed the same to the best of his or her information and belief, and the undersigned has full and complete authority to so do and to execute the same in his or her represented capacity;
2. Applicant’s willing misrepresentation of any fact contained in the application shall constitute grounds for the District to, without any prior notice or inquiry of any kind, immediately deny permit;
3. Applicant hereby agrees to be financially responsible for the repair of any damages to District property caused by or as a result of the above mentioned use of District facilities;
4. In consideration of the foregoing and the grants of permits hereunder and as a part of the application aforesaid, applicants agree to indemnify and hold and save the Collinsville Area Recreation District, and any of their subsidiary companies harmless from and against all actions, causes of actions, claims, demands, liability, loss, damage or expense of whatever kind or nature including, but not by way of limitations, reasonable attorney fees incurred, which said District shall or may at any time sustain or incur by reason of injury to or death of others or damage to property of others arising out of or resulting from the user or occupancy by applicant or its associates of any property of said District pursuant to any granted hereunder.

Applicant’s Printed Name: _____

Applicant’s Signature: _____ **Date:** _____

FOR OFFICE USE ONLY			
Approved: ___ Yes ___ No	Approved by: _____	Date _____	
Reason for Denial _____		Scheduled Employee _____	
Agreed setup time _____ am/pm	Until _____ am/pm		
Agreed take down time _____ am/pm	Until _____ am/pm	Total time of use: _____	
___ In-District ___ Out-Of-District	___ After Hours ___ Regular Hours	Total use fee: _____	
Deposit collected: \$150/\$200/\$300 Deposit returned: ___ Yes ___ No Date Returned _____			
Deposit Check # _____ Initial fee processed by: _____ Deposit return processed by: _____			