

ACTIVITY CENTER ROOM RENTAL INFORMATION



CARD Activity Center, 10 Gateway Dr., Collinsville, IL 62234

618.346.PLAY (7529)

618.346.7530 (FAX)

FACILITIES

The Collinsville Area Recreation District (CARD) offers its Activity Center for the 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. Business professionals find the proximity to over a dozen restaurants in Eastport Plaza and along Illinois Route 157 very helpful for when groups need to break for lunch or have food delivered during a meeting.

RESERVATIONS

The rooms at the Activity Center are available Monday through Friday from 8 a.m. to 9 p.m. and on Saturdays from 8 a.m. to noon. Rooms are not available for rent on holidays when the District offices are closed. All reservations are subject to Center availability and must be submitted at least five business days prior to the requested rental date.

Reservations must be made at the Park District Administrative Office located at #10 Gateway Drive, Collinsville, IL 62234, weekdays between the hours of 9 a.m. and 5 p.m. and Saturdays 9 a.m. until noon. Reservations will not be accepted over the phone. Reservation Applications may be sent and/or received by fax at (618) 346-7530.

EQUIPMENT AVAILABLE

The following equipment is available to rent for \$10 each item (fee does not apply to Category A users):

Television cart including 27 inch television with VCR and DVD players

Slide projector

Speaker podiums (2 available)

Portable P.A. system

Overhead projector

Tables and chairs are available upon request (50 chairs per room) for 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 group.

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

HOURS OF RESERVATIONS

Times available for reservation are Monday through Saturday from 8:00 am to 9:00 pm. Please be advised that these hours do not necessarily correspond to the hours that the building is normally scheduled to be open and operational. Rentals are not available on legal holidays observed by the District.

CANCELLATIONS

Reservation 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 percent refund.

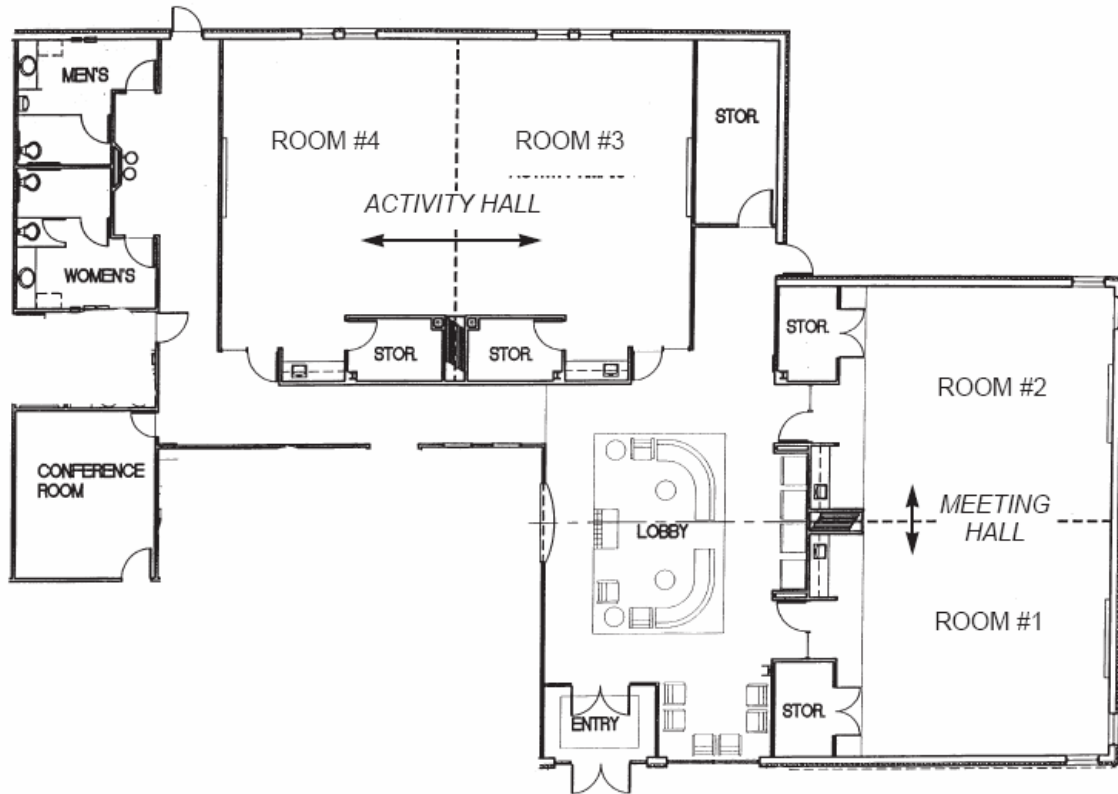
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Facility Capacity

- 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
Conference Room seats 10
- 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 ½'. Classroom tables are also available and are 6' x 1 ½'. Set up of tables and chairs is the responsibility of user. User is also responsible for room clean up and return of chairs and tables to storage location. The front desk attendant will provide access to cleaning equipment/supplies.

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USER GROUP CATEGORIES

To determine the rental fee for your function, please find your group category

CATEGORY	GROUP
A	Intergovernmental cooperative agreements, school districts, and district affiliates (when applicable, fees and charges will be assessed on a cost-basis)
B	In-district civic and community not-for-profit groups whose membership resides mainly within the Collinsville Area Recreation District (when applicable, fees and charges will be assessed on a cost-basis)
C	Out-of-district civic and community not-for-profit groups, in-district organizations and individuals, in-district for-profit organizations

FEES

Fees are charged per hour. Rental fees will be double the regular rate for functions beginning before 8 a.m. and after 9 p.m.

<u>Facility</u>	<u>Approximate Capacity</u>	<u>Cost</u>			<u>Non-Resident</u>	<u>Damage Deposit</u>
		<u>A</u>	<u>B</u>	<u>C</u>		
Room #1	50	\$0	\$10	\$20	\$30	\$50
Room #2	50	\$0	\$10	\$20	\$30	\$50
Meeting Hall (Rooms 1 and 2)	100	\$0	\$15	\$35	\$55	\$100
Room #3	50	\$0	\$10	\$20	\$30	\$50
Room #4	50	\$0	\$10	\$20	\$30	\$50
Activity Hall (Rooms 3 and 4)	100	\$0	\$15	\$35	\$55	\$100
Lobby	25	\$0	\$10	\$20	\$30	\$50
Activity Center	200-250	\$0	\$100	\$175	\$325	\$200
Conference Room	10	\$0	\$10	\$20	\$30	\$50

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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. Requests for rental equipment are to be made at the time of reservation
6. The District requires that electrical equipment not be operated without prior approval
7. The District is not responsible for the loss of or damage to guests belongings
8. All reservation are subject to facility availability and must be submitted at least five businesses days prior to the requested date
9. Rental fees are double the regular rate for reservations before 8 a.m. or after 9 p.m., Monday through Saturday. Rental rates are based per hour
10. Reservations cancelled within 48 hours (two business days) in advance of the rental date will receive a full refund (minus \$10 for processing)
11. Cancellations made less than 48 hours (two business days) in advance will receive a 50 percent refund
12. The District will provide a building attendant during facility rental times
13. Custodial assistance is not available during rental times. Rental rooms and equipment should be returned in the same condition as they were in prior to rental
14. There are no food storage or food preparation facilities available to renters
15. 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
16. Adherence of items to any painted surface is prohibited
17. Candles and other open flame sources are permitted as table decorations

ACTIVITY CENTER ROOM RENTAL APPLICATION



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ACTIVITY CENTER ROOM RENTAL APPLICATION

All reservations are subject to facility availability and must be submitted at least five business days prior to requested date.

Date _____ Time _____

Name of Group/Organization _____

Name of Person Applying _____

Address _____
Street City State Zip Code

Phone Number _____
Home Cell Work

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

1. Date(s) requested _____ Time _____
Month/Day/Year Beginning-Ending

2. Please list the name, address and phone number of one other adult who will attend the function:

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. Applicant has received, read and agrees to the conditions and restrictions governing room rentals for the CARD Activity Center? _____ Yes _____ No

6. Estimated number of attendants: _____ Adults _____ Minors

A. How many adults will be supervising during the length of the function? _____

7. Will your group bring materials, literature or equipment other than food supplies to the function?

_____ Yes _____ No If yes, please describe _____

8. Will any items be offered for sale or funds solicited? _____ Yes _____ No If yes, for what purpose?

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9. Will there be a DJ or musical instruments? _____ Yes _____ No If yes, for what purpose?

10. Will amplified sound be used? _____ Yes _____ No If yes, for what purpose?

11. Will any temporary signs or structures be erected? _____ Yes _____ No If yes, for what purpose?

AGREEMENT

The undersign, as applicant or as applicant's duly authorized agent in this regard, as the case may be, certified to the District and agrees 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 any permit sought by applicant or, to, without any prior notice or inquiry of any kind, immediately cancel, revoke or rescind any permit that may have been approved and granted to applicant hereunder;
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, or any officer, director, member, agent, servant or employee of 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.

Applicants Name _____

Signature _____ Date _____

FOR OFFICE USE ONLY

Approved: _____ Yes _____ No By _____ Date _____

Reason for Denial _____

Scheduled Employee _____

Agreed setup timeframe _____ am/pm Until _____ am/pm

Agreed take down timeframe _____ am/pm Until _____ am/pm

Total time of use _____ Category of user: A B C NR Total use fee _____

Deposit collected: \$50/\$100 Deposit returned: \$50/\$100 _____ Yes _____ No Date Returned _____