

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 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 and staff availability.

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 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.

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

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 percent refund.

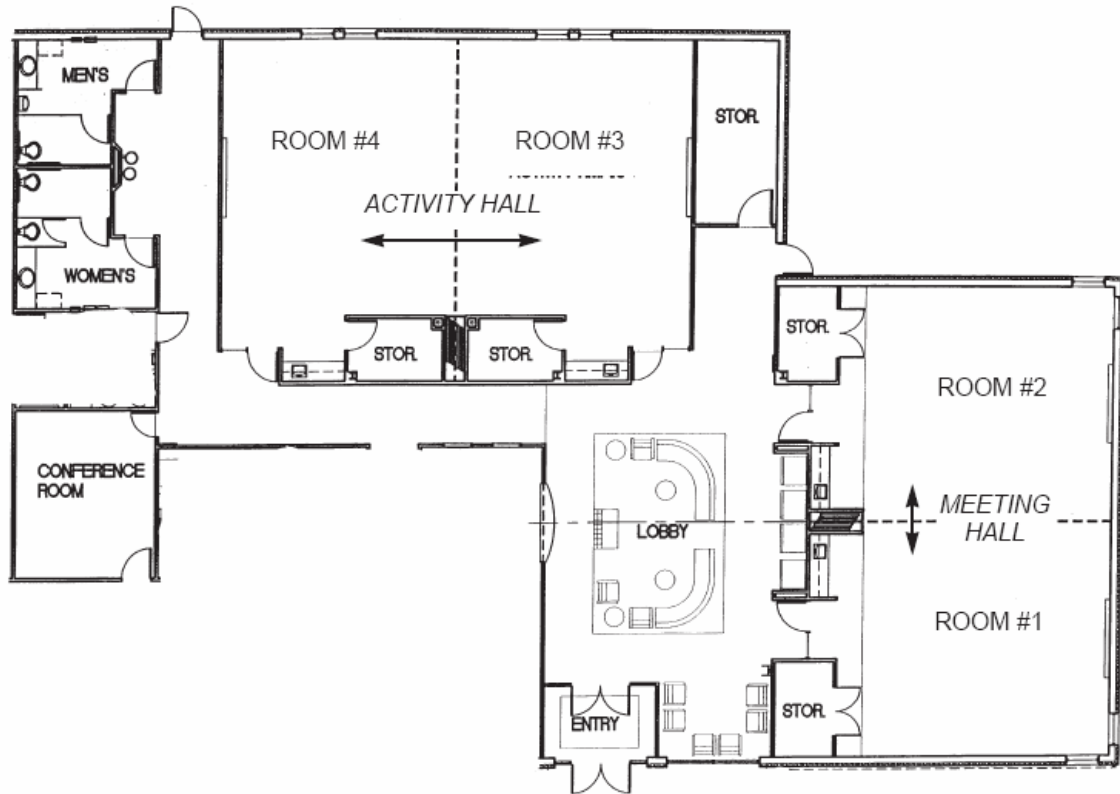
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FACILITY CAPACITY

- 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
- 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 only.

**The desk attendant will not supply items such as tape, scissors, extra trash bags or any other items that a user would need to set up and take down decorations/gifts—this is the sole responsibility of the user. The District will supply replacement bags for trash receptacles only in room rented.*

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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
- D** Out-of-district organizations, individuals, and for-profit agencies.

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.. ***Rental time fees will be added at a charge of \$1.00 per minute if the user exceeds the agreed rental take down time.**

Facility	Approximate Capacity	Category				Damage Deposit
		A	B	C	D	
Room 1	50	\$0	\$10	\$20	\$30	\$50
Room 2	50	\$0	\$10	\$20	\$30	\$50
Rooms 1 & 2 (Meeting Hall)	100	\$0	\$15	\$35	\$55	\$100
Room 3	50	\$0	\$10	\$20	\$30	\$50
Room 4	50	\$0	\$10	\$20	\$30	\$50
Rooms 3 & 4 (Activity Hall)	100	\$0	\$15	\$35	\$55	\$100
Lobby	25	\$0	\$10	\$20	\$30	\$50
Activity Cntr	200-250	\$0	\$100	\$175	\$325	\$200

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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 reservation. Items rented outside of the District: **The District will NOT sign for items brought into the building by a third party to be used at time of 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.
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 guests belongings.**
9. **All reservations are subject to facility availability** and must be submitted at least five business days prior to the requested date.
10. **Rental fees are double the regular rate for reservations before 8 a.m. or after 9 p.m.** Rental rates are based per hour.
11. Rental time fees will be added at a charge of **\$1.00 per minute if the rental exceeds the agreed rental take down time.**
12. **Reservations cancelled within 48 hours** (two business days) in advance of the rental date will receive a full refund (minus \$10 for processing).
13. **Cancellations made less than 48 hours** (two business days) in advance will receive a 50 percent refund.
14. The District will provide a **building attendant during facility rental times.**
15. **Custodial assistance is not available during rental times.** Rental rooms and equipment should be returned to the same condition as they were prior to rental. Items that are brought into the building must be removed from the building and not left for next day pick up.
16. There are **no food storage or food preparation facilities** available to renters.
17. **Items may not be hung or attached to any ceiling surfaces.**
18. **Adherence of items to any painted surface is prohibited.**
19. **Candles and other open flame sources are not permitted.**

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 of Application _____ / _____ / _____
Month Day Year

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 _____ Begin Time _____ am / pm End Time _____ am / pm
Month/Day/Year

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

6. 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? _____

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? _____

10. Will temporary signs or structures be put up? Yes No
If yes, for what purpose? _____

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ACTIVITY CENTER ROOM RENTAL APPLICATION (page 2)

11. Will there be a DJ or musical instruments? Yes No

12. Will amplified sound be used? Yes No

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

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 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, 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.

Applicant's Name Printed _____

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 _____	Category of user: A B C D	Total use fee _____	
Deposit collected: \$50/\$100		Deposit returned: \$50/\$100 ___ Yes ___ No	Date Returned _____
Initial fee processed by: _____		Deposit return processed by: _____	