



parks · recreation · cultural services

Deerfield Hills Community Center RESERVATION REQUEST

Responsible Party: _____ Organization: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone(s): _____ Email Address: _____

Description of Proposed Activity/Event: _____ Anticipated Attendance: _____

Date Requested: _____ Time Requested: _____

Please Note: Rental time must include time needed to set-up and clean-up event. There are no early arrivals or late departures. Any time used outside the stated rental hours will be billed at \$100/hour. Invoice will be sent to responsible party as indicated, and if total amount is not paid within 30 days, invoice will be sent to a collection agency.

Check room(s) you wish to utilize: Multi-Purpose (max capacity 65) Community Room (max capacity 35)

Equipment Requested: Tables # _____ Chairs # _____

FACILITY	RENTAL TYPE	RATE PER HOUR	<i>Either diagram set-up for areas of requested space(s) Or thoroughly explain area set-up below</i>
DHCC-Community Room	Non-Profit (501c3) & General Public	\$60	
DHCC-Multi-purpose Room		\$66	

- Proof of not-for-profit status is required
- Requests are honored on a first-come; first-serve basis
- Deposit of one half of the rental fee is due immediately upon receipt of invoice; the second half is due 7 days before event.
- Community Center staff reserve the right to cancel a rental/ event due to lack of pre-payment or shut down an active rental in the event of safety concerns.
- No refunds will be issued for rentals
- We accept cash, check and money orders and debit/credit cards as payment
- \$20 NSF fee will be charged for all returned checks
- Reservations are only confirmed when a signed rental agreement has been submitted and full payment has been received
- Furnish own supplies and all other items necessary to conduct your event
- NO Alcoholic Beverages Allowed
- No rentals past 10:00 pm

Management will notify you if you are required to hire a security company to supervise your event.

SIGNATURE OF RENTER

DATE