

Orland Hills Community Center  
**Multipurpose Room Rental**  
 16553 S. Haven Avenue – Orland Hills, IL. 60477  
 (Please bring completed form to the Community Center with deposit to reserve date)

Date of Event \_\_\_\_\_

Event must end 1 hour prior to closing time of Community Center to allow for clean up.  
 One hour allowed for set up prior to event.

Security Deposit \* (due at time of booking of party) \_\_\_\_\_

\$100.00 for 1 to 100 patrons  
 \$200.00 for over 100 patrons

\*Security deposit will be refunded only if room is clean and nothing is damaged. Security deposit will be prorated if clean up is required by Recreation Staff. A \$25.00 per hour cleanup fee will be charged for room if left unclean. This amount will be deducted from security deposit.

Rental Fees

<u>Resident</u>	<u>Nonresident</u>
Full Room for ½ hour \$30.00	\$80.00
Full Room for 1 hour \$60.00	\$160.00

Room Setup  
 (includes tables and chairs)

Full Room	\$35.00	\$45.00
Set Up #	Tables _____	Chairs _____

Name: \_\_\_\_\_ Resident/Nonresident

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ Setup Time: \_\_\_\_\_

\_\_\_\_\_  
 Signature of Applicant Date Approved by

\*\* FULL PAYMENT IS DUE TWO WEEKS PRIOR TO THE EVENT\*\*



OFFICE USE ONLY

Rental Fee \$ \_\_\_\_\_ Date \_\_\_\_\_ Received by \_\_\_\_\_

Setup Fee \$ \_\_\_\_\_ Date \_\_\_\_\_ Received by \_\_\_\_\_

Security Fee \$ \_\_\_\_\_ Date \_\_\_\_\_ Received by \_\_\_\_\_

Total Due \$ \_\_\_\_\_ Date \_\_\_\_\_ Received by \_\_\_\_\_

Security Deposit Returned \_\_\_\_\_ Received by \_\_\_\_\_

Regulations for Facility use signed \_\_\_\_\_ Date \_\_\_\_\_

If not, Why? \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_