

# Zion Park District Facility Rental Information

## Facility Rentals

Reservations must be made at least two weeks prior to the rental date. Deposit (see below) must accompany reservation. Reservations may be made by phone, deposits may be paid by credit card by phone or by check or cash at office. The deposit must be paid within 24 hours of a phone reservation for your rental to be secured. Personal checks will not be accepted less than two weeks prior to the reservation date.

## Room Rental Deposits Policy:

A deposit of 30% of total rental fee for all rentals will be required at the time of reservation, with a minimum of \$25 deposit. Deposits will be refunded after room has been inspected for completion of clean-up usually within two weeks from rental. If room has not been left in the condition required, the deposit will be either partially or will be non-refundable.

## General Information:

- All facility rental fees are due two weeks prior to reservation.
- Alcohol consumption is not permitted in any facility.
- Smoking is not permitted in any facility.
- A Supervisor is present throughout the length of the rental.
- Damage to the facility will result in the loss of the room deposit.
- Hours of reservation must include decorating and clean up hours.
- All areas of use must be left in the condition that they were found.
- Fog machines are not allowed.

## Cancellation refund policy:

- Deposits are nonrefundable.
- Reservations cancelled prior to two weeks of reservation date will receive a full refund of facility fees.

**ZION PARK DISTRICT** has many different facilities available for rentals for your group. If you are planning a Birthday Party, Wedding, Shower or any special event. Call Sally at 847-746-5500 ext.433.

## Facility Rentals

### Shiloh Center

**West Room** - .....Resident \$75/hr  
Non-Resident \$105/hr  
maximum capacity 150

**Kitchen** - .....R \$45 / NR \$63

**Multi Hrs. Discount**.....R \$420/7 hrs NR \$588  
R \$605/11 hrs NR\$847  
R \$750/15 hrs NR\$1050

### Leisure Center

**Room's #3 & #4** - .....Resident \$60/hr  
Non-Resident \$84/hr  
maximum capacity 80

**Kitchen** - .....R \$30 / NR \$42

**Gym**.....\$50/per hour  
maximum capacity 30

**Hermon Park Center Gym**...\$50/per hour  
maximum capacity 30

## Non-Resident Information

Non-residents are welcome to participate in Zion Park District programs and activities. Many of these programs require that a non-resident pay an additional out-of-district fee. The non-resident fee options are listed below.

1. Single program fee – This is an additional fee paid per program. The amount varies with each program. Check individual program listings.
2. Pass fee – This is an additional fee paid when a season pass is purchased. The amount varies according to the type of pass purchased. These fees are listed next to the pass prices.
3. League Fee - \$15.00 – This is an additional fee paid per sport. For example: A non-resident summer softball player would pay \$15.00 at the beginning of the season. This would cover her for all summer softball programs. Another fee would have to be paid for another type of sport, or the same sport in a different season (i.e. volleyball, fall softball). This fee is not refundable.

Often times a question arises as to who is a resident of the Park District. A resident must live within the boundaries of Zion Park District. It's sometimes easy to confuse residency with a Zion mailing address. Many people in the area surrounding Zion have a five-digit Zion mailing address. These five-digit addresses are located in the county and are not within the boundaries of Zion Park District. A tax bill, voter registration card, or vehicle sticker receipt will help to establish your residency.

The park district staff will be glad to answer any questions you may have regarding these fees.

## REFUNDS

For programs that are on-going (six sessions or more), refunds may be issued in accordance with the following schedule:

Prior to the 1st meeting.....100%  
Prior to the 2nd meeting.....75%  
Prior to the 3rd meeting.....50%  
After the 3rd meeting.....No Refund

Refund checks will be mailed to you. Please allow two weeks for processing.

