



Libertyville Sports & Fitness Complex Rental Procedures

1. Please fill out rental application (available at main desk in the Sports Complex or online).
2. A Sports Complex representative will be in contact with you within 5 business days about your event.
3. When event is confirmed a letter of agreement will be sent for review, signature, and deposit.
4. All rentals are confirmed with a detailed agreement form listing event schedules, fee structure, cancellation policy, and meeting dates.

Please Note:

1. All participants are required to fill out a waiver and release form prior to participation in activities.
2. Outside services using the facility must provide a certificate of insurance naming the Village of Libertyville as additional insured.
3. Rental groups shall be financially accountable for any unforeseen expenses incurred by the Village of Libertyville resulting from misuse or negligence on the part of the rental group and/or guests.
4. Events choosing to use a caterer other than those listed on the Sports Complex's preferred list will be charged an additional fee.

**For additional information please contact:
Randy Splitt at 847-367-1502 or rsplitt@libertyville.com**

1950 N. Highway 45
Libertyville, IL 60048
847-367-1502 fax: 847-680-8502



Libertyville Sports & Fitness Complex

Room Rental Prices

Equipment Rental Fees

Podium	N/C
Easel	N/C
Overhead Projector/Screen	\$45
Screen	\$25
Dry Erase Board/Markers	\$20
Flip Chart/Markers	\$20
PA System/Microphone	\$25
TV/VCR/DVD	\$50
Conference Call Phone	\$50
LCD Projector/screen	\$100

All Rooms have a 2 hour minimum rental

Conference Room 1

Full Day Rate (5-8 hrs) \$255

Hourly Rate \$35 per hour

Room Set Up Capacity:

- Conference Style 16
- Theater Style 45
- Classroom Style 18
- Banquet Rounds 32

Conference Room 2

Full Day Rate (5-8 hrs) \$305

Hourly Rate \$55 per hour

Room Set-Up Capacity:

- Conference Style 20
- Theatre Style 68
- Classroom Style 30
- Banquet Rounds 40

Conference Room 3

Full Day Rate (5-8 hrs) \$405

Hourly Rate \$65 per hour

Room Set-Up Capacity:

- Conference Style 32
- Theater Style 91
- Classroom Style 40
- Banquet Rounds 56

Conference Room 4

Full Day Rate (5-8 hrs) \$405

Hourly Rate \$65 per hour

Room Set-Up Capacity:

- Conference Style 32
- Theatre Style 78
- Classroom Style 32
- Banquet Rounds 56

Conference Rooms 1-4

Full Day Rate (5-8 hrs) \$1,000

Hourly Rate \$225 per hour

Room Set-Up Capacity

- Banquet Rounds 20
- Theatre Style 246

Party Rooms

Party Room 1

(Capacity 20) \$25 per hour

Party Room 2

(Capacity 30) \$45 per hour

Party Room 3

(Capacity 30) \$45 per hour





Libertyville Sports & Fitness Complex Room Rental Form

Today's Date: ___/___/___

Applicant's Name: _____ Organization/Company: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Purpose of Rental: _____ Expected Attendance: _____

Is event open to the public? ___ Yes ___ No Will an admission fee be charged? ___ Yes ___ No

Event Date(s) requested: _____

Requested Time: _____ am/pm to: _____ am/pm **Must include any time needed for prep and/or post event clean up.**

Room Requested: Room capacity per setup style (C) Conference (T) Theatre (CR) Classroom (B) Banquet Rounds

____ Conference 1: (C) 16 (T) 45 (CR) 18 (B) 32

____ Party Room 1: (20)

____ Conference 2: (C) 20 (T) 68 (CR) 30 (B) 40

____ Party Room 2: (30)

____ Conference 3: (C) 32 (T) 91 (CR) 40 (B) 56

____ Party Room 3: (30)

____ Conference 4: (C) 32 (T) 78 (CR) 32 (B) 56

____ Conference 1-4: (C) 100 (T) 246 (B) 208

Rental Equipment:

____ PA system _____ w/Microphone _____ Wireless Microphone _____ Podium _____ Overhead

____ Easel(s) _____ Flip Chart w/markers _____ LCD Projector/screen _____ Screen

____ TV/VCR/DVD _____ Portable CD player/radio _____ Dry Erase Board w/markers

____ Conference Call Phone

Please complete and mail back form with deposit information: No cash please, check or charge accepted.

Payable to the **Village of Libertyville**
1950 N Hwy. 45, Libertyville, IL 60048

Approved Rentals will be verified with a signed contract and phone call.

Office Use Only:

Approved by: _____

Contract # _____

Deposit amount: _____

Date deposit rec'd: _____

Date final payment due: _____

Final amount due: _____

Final payment rec'd: _____

Insurance certificate rec'd: _____

To Charge **Visa** **Master Card** **Discover**

Account Number _____ - _____ - _____ - _____

Cardholder Name _____

Expiration Date ___/___/___ Charge Amount \$ _____

Authorized Signature _____

Your statement will show this charge paid to Village of Libertyville.