



Suburban Parks and Recreation *Application for use of the DDR System*

Agency/Organization: _____

Contact Person: _____ Phone #: _____

Address of Agency/Organization: _____

Dates Requested: _____

Event: _____ Location of Event: _____

Desired time of Pick-Up: _____ Return Date: _____

Rental Agreement

1. Agency/Organization agrees to pay the appropriate rental fee listed below. Fee includes equipment only; operator is not included.

	<u>SPRA Member</u>	<u>Non-Member</u>
Weekdays (Monday – Thursday):	\$125	\$225
Weekends (Friday – Sunday):	\$175	\$275
Refundable Deposit:	\$100	\$100

2. Agency/Organization agrees to accept responsibility for theft or damage to the equipment incurred during the time of their rental.
3. Agency/Organization agrees to provide qualified, responsible operator that has learned how too work the equipment properly and agrees to fully demonstrate equipments working condition upon the return or transfer of equipment.
4. Full payment or P.O. due on the day of pick-up. **Checks made payable to: Suburban Park & Recreation Association.**
5. A waiting list will be held if your date is unavailable. Applications will not be accepted more than 9 months in advance.
6. A \$100 refundable deposit issued on a separate check is due with application. This deposit is only refundable if cancellation is made a minimum of 10 working days prior to rental date and we are able to re-rent the same day. Waiting lists will be held.
7. Mail completed, signed copy of this application to:

Sarah Sandquist; Glen Ellyn Park District
185 Spring Ave, Glen Ellyn, IL 60137
Phone (630)942-7264 Fax (630) 858-4378 E-mail: swettergreen@gepark.org

**Retain one copy of this application for your records.*

Revised 10/16/08

As a representative of the aforementioned agency/organization, I fully agree to terms of the Rental Agreement.

Authorized Agent: _____ *Date:* _____

Only upon transfer: Upon transfer of equipment, machine has demonstrated to be in excellent working condition.

Authorized Agent: _____ *Date:* _____