



Bolingbrook Park District Facilities **Renter's Manual**

revised January 2026

ROOMS & EQUIPMENT

Bolingbrook Recreation and Aquatic Center (BRAC)

300 Lindsey Ln, Bolingbrook, IL 60440 | (630) 739-1700

Premium Rental Description

Premium rental offers a staff person who will manage additional services like audio-visual equipment (*screens, projectors, microphones*) and specialized furniture (*stage, podiums, etc.*). Please note that more complex or labor-intensive setups may result in further charges following staff review.

Hours of Availability* (BRAC)	Room	Flooring	Capacity	Amenities	Fee Res/Non	Premium Fee Res/Non
M-F 9:00 am–9:30 pm SA 7:30 am–7:30 pm SU 7:30 am–4:30 pm	Multi-Purpose Room	Vinyl	85	Dividable partition, 2 table options (5' rounds and/or 3' x 6' rectangles), 2 TV's†	\$85 / \$135	\$100 / \$150
	Community Room	Tile	50	Dividable partition, countertop and sink, projector screen†	\$50 / \$75	\$65 / \$90
*After-hours rentals will be considered with a minimum additional fee for 2 staff at \$25/hour per employee. After- hours rentals must be booked through the Facility Manager at least 30 days in advance. **All Gym rentals include set-up for the desired sport.	Gym: Full Court**	Basketball Court	100	1 Full court accomodates 2 volleyball nets, 3 pickleball courts, or 6 basketball rims.	\$65 / \$98	\$80 / \$113
	Gym: Half Court**	Basketball Court	50	Half court accomodates 1 volleyball net, 1 pickleball court, or 3 basketball rims.	\$45 / \$68	\$60 / \$83



BRAC Multi-purpose Room—Empty



BRAC Multi-purpose Room—Set-up Example



BRAC Community Room—Empty



BRAC Community Room—Set-up Example



BRAC Half Gym

ROOMS & EQUIPMENT CONTINUED

Annerino Community Center (ACC)

201 Recreation Drive, Bolingbrook, IL 60440 | (630) 739-0272

Premium Rental Description

Premium rental offers a staff person who will manage additional services like audio-visual equipment (*screens, projectors, microphones*) and specialized furniture (*stage, podiums, etc.*). Please note that more complex or labor-intensive setups may result in further charges following staff review.

Hours of Availability* (ACC)	Room	Flooring	Capacity	Amenities	Fee Res/Non	Premium Fee Res/Non
M–F 8:00 am–8:30 pm SA & SU 9:00 am–4:30 pm	Board Room	Carpet	35	Projector screen†	\$50 / \$75	\$65 / \$90
	Multi-Purpose Room	Vinyl	85	Dividable partition, projector screen†	\$85 / \$135	\$100 / \$150
<p>*After-hours rentals will be considered with a minimum additional fee for 2 staff at \$25/ hour per employee. After- hours rentals must be booked through the Facility Manager at least 30 days in advance.</p> <p>**All Gym rentals include set-up for the desired sport.</p>	Community Room	Tile	50	Countertop and sink	\$50 / \$75	\$65 / \$90
	Gym: Full Court**	Rubberized Basketball Court	100	Full court accomodates 2 volleyball nets, 3 pickleball courts, or 6 basketball rims.	\$65 / \$98	\$80 / \$113
	Gym: Half Court**	Rubberized Basketball Court	50	Half court accomodates 1 volleyball net, 1 pickleball court, or 3 basketball rims.	\$45 / \$68	\$60 / \$83



ACC Board Room—Set-up Examples



ACC Multi-purpose Room—Empty



ACC Multi-purpose Room—Set-up Example



ACC Community Room—Empty

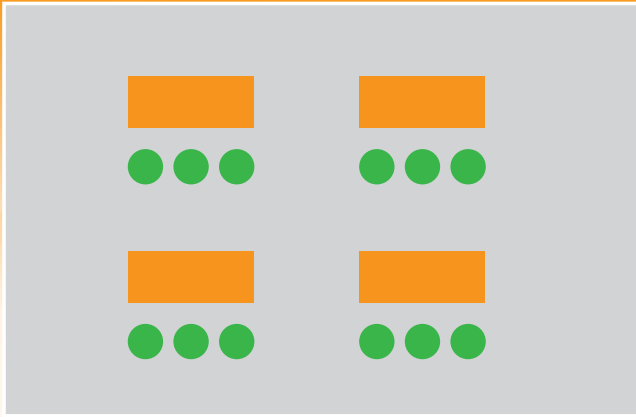


ACC Community Room—Set-up Example

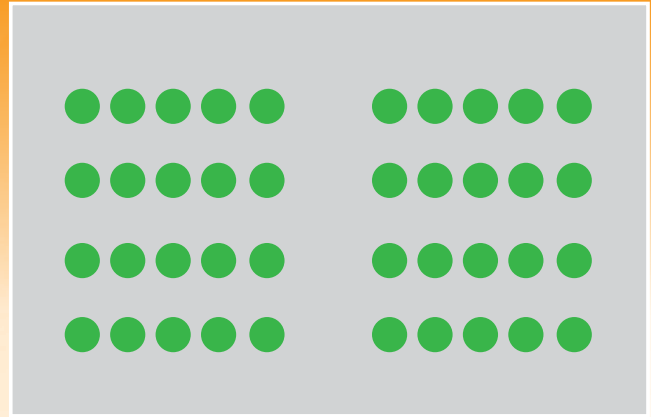


ACC Full Gym

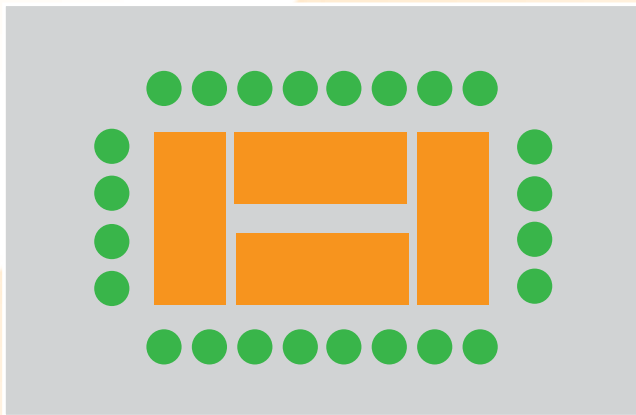
ROOM SET-UP OPTIONS



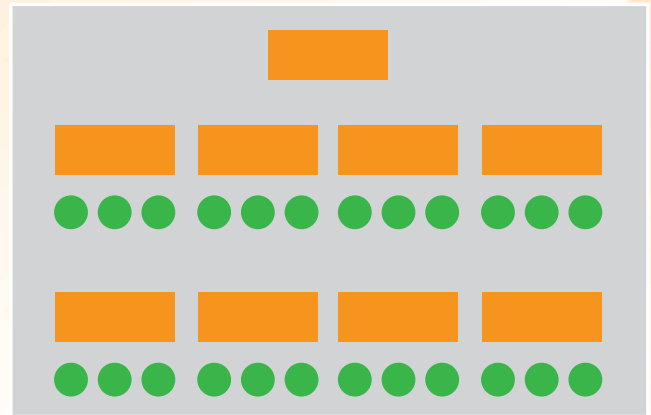
Classroom Arrangement



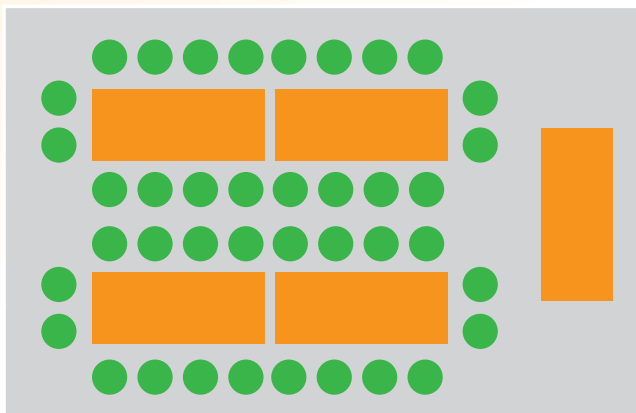
Theater Arrangement



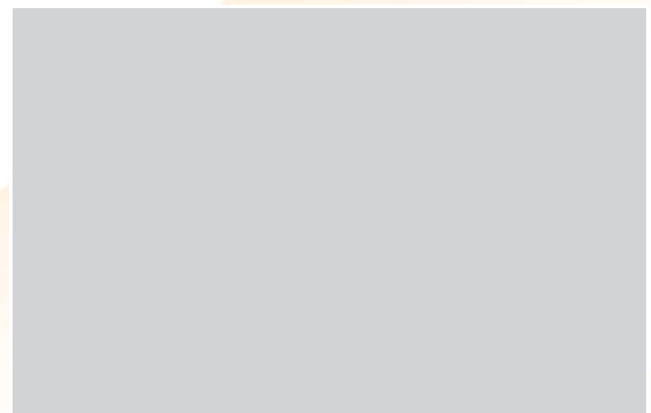
Meeting Arrangement



Seminar Arrangement



Banquet/Birthday Arrangement



Customize Your Own Arrangement

Using the shapes in the above arrangements, you can draw/submit your own layout plan

What is NOT Included in Your Rental

Items that are not included in your rental include but are not limited to extension cords, adapters, laptops, table coverings, coffee makers, coolers, ice, water pitchers, food warmers, decorations, tape or other adhesives, paper goods and food or beverages.

EXPECTATIONS

What We Expect From You

- Alcohol is not permitted at the Bolingbrook Park District. If found, renter may forfeit deposit, party canceled and consideration for future renting may be denied.
- Including but not limited to: No admission or event charge is made, no fundraising conducted, and no donations solicited on the premises.
- No inflatable bounce-houses in rooms other than the Gymnasium.
- Leave area clean as possible and presentable for next renter/program. Cleanliness will determine if renter receives deposit back.
- Music cannot amplify into the common areas outside of rental space. (I.E. Hallways, Lobby, Etc.)
- All decorations must be removed at the end of use. Only decorations that can be fastened and supported by removable adhesive that will not leave residue (i.e. painters' tape) are allowed.
- Nails, hooks, tacks, staples or screws or anything penetrating the surfaces in the facility may not be used. Confetti, confetti balloons, silly string, and similar products are not allowed.
- No Open flames of any kind and no heating appliances including but not limited to candles, sternos, heating pads/plates, Microwaves or other cooking/heating appliances of any kind are not permitted.
- Renter must follow the recommended capacity set for the space that is being rented.

What You Can Expect From Us

- Rented space is clean and ready for use.
- We provide and set up the tables and chairs as well as take them down afterwards.
- Manager on duty or building attendant will provide additional garbage bags, answer questions and direct patrons to the reservation.

FAQ'S

How do I book a rental?

Visit either facility, Annerino Community Center (201 Recreation Dr) or Bolingbrook Recreation & Aquatic Complex (200 Lindsey Ln). A Customer Care Representative will check availability, help you fill out the application form and accept your payment.

To Book Ongoing Rentals

Please contact the Facility Manager

What is Included with Rental Fees

Rental fees include tables, chairs and setup/takedown of the tables and chairs.

What info is needed?

We will need to see your ID, know the number of participants, the type of set-up requested and purpose of your activity.

Deposit? To be paid in full at the time of booking.

Cancellation fee? A \$50 cancellation fee is incurred if the cancellation comes less than 7 days prior to rental date and is subject to a forfeiture of reservation space and monies.

How far in advance can I book? Until the end of each brochure/program guide/season (see yellow timeline grid on facility rental agreement/website).

How do I check availability? Call us at (630) 739-0272 or visit a customer care desk at either facility. All rentals are accepted upon first come first serve basis.

Am I allowed to bring alcohol? No. Alcohol is prohibited.

ADA accessible? Yes.

Am I responsible for set-up/clean-up? BPD staff will clean the tables and chairs. The renter is responsible for picking up garbage in the rented space.

Is there additional set-up time? Each rental includes a 30-minute block before and after the scheduled event time for setup and cleanup. This time is built into your rental. If additional time is needed beyond the included 30 minutes, it must be reserved in advance and will incur an additional fee.

How do I book a tour to see the rooms or facility?

Please contact the Facility Manager or visit a customer care desk to inquire.

Can I bring my own furniture? No. Only BPD equipment is allowed.

Will there be staff to help with rental, the day of? Yes.

Restricted Items? See Facility Rental Guidelines web page for a complete list of rules and regulations.

What is cancellation policy? At least 2 week notice (10 business days) is required for full-refund. If canceling under 2 weeks, the rental fee is forfeited under normal circumstances

Noise Restrictions? DJs and live speaker systems are prohibited. To be mindful of other programming, sound cannot amplify into hallways, lobby, common areas, etc.



We make the fun happen!

bolingbrookparks.org

