Bolingbrook Park District

Where the fun is!



Bolingbrook Park District Facilities

Renter's Manual

revised July 2026

ROOMS & EQUIPMENT

Bolingbrook Recreation and Aquatic Center (BRAC)

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

Premium Rental Description

Premium rental includes a staff person who will manage additional services such as audio-visual equipment *(screens, projectors)*. Availability of these services is subject to facility manager approval and scheduling. Please note that more complex or labor-intensive setups may result in additional charges following staff review.

Hours of Availability* (BRAC)
M–F 9:00 am–9:00 pm
SA 7:30 am–7:00 pm
SU 7:30 am–4:00 pm

*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.

Room	Flooring	Capacity	Amenities	Price per hour Resident/ Non-resident	Premium Amenities	Premium Price per hour Resident/ Non-resident
Multi-Purpose Room	Vinyl	85	Dividable partition, 2 table options (5' rounds and/or 3' x 6' rectangles)	$85 / $135	2 TV's, Portable screen and projector upon request	$100 / $150
Community Room	Tile	50	Dividable partition, countertop and sink, projector screen	$50 / $75	Projector and screen	$65 / $90
Gym: Full Court**	Basketball Court	100	1 Full court accomodates 2 volleyball nets, 3 pickleball courts, or 6 basketball rims.	$65 / $98	Scoreboard, Portable screen and projector upon request	$80 / $113
Gym: Half Court**	Basketball Court	50	Half court accomodates 1 volleyball net, 1 pickleball court, or 3 basketball rims.	$45 / $68	Scoreboard, Portable screen and projector upon request	$60 / $83



BRAC Multi-purpose Room—Empty



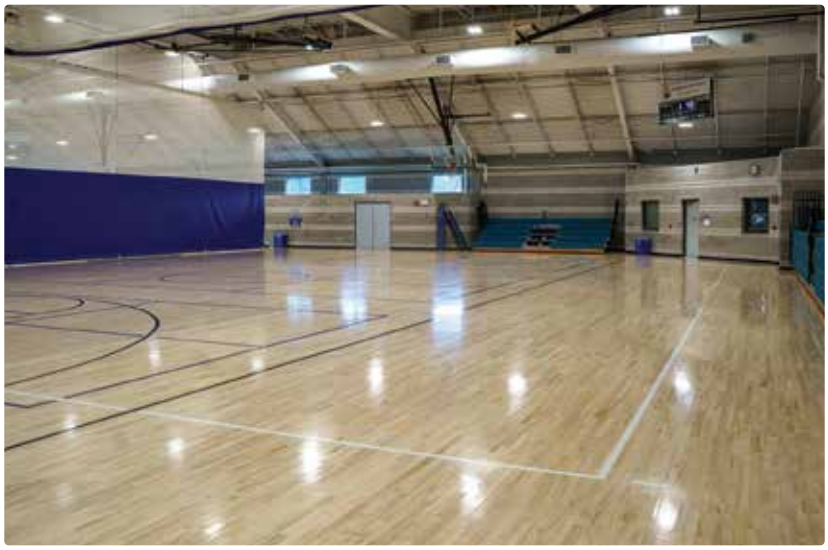
BRAC Multi-purpose Room—Set-up Example



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 includes a staff person who will manage additional services such as audio-visual equipment *(screens, projectors)*. Availability of these services is subject to facility manager approval and scheduling. Please note that more complex or labor-intensive setups may result in additional charges following staff review.

Hours of Availability* (ACC)
M–F 8:00 am–8:00 pm
SA & SU 9:00 am–4:00 pm

*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.

Room	Flooring	Capacity	Amenities	Price per hour Resident/ Non-resident	Premium Amenities	Premium Price per hour Resident/ Non-resident
Board Room (Food is not allowed)	Carpet	35	Rectangular tables 2'x5', rolling chairs	$50 / $75	Projector and screen	$65 / $90
Multi-Purpose Room	Tile	85	Rectangular tables 3'x6'	$85 / $135	Projector and screen	$100 / $150
Community Room	Tile	35	Countertop and sink, Rectangular tables 3'x6'	$50 / $75	Portable screen and projector upon request	$65 / $90
Gym: Full Court**	Rubberized Basketball Court	100	Full court accomodates 2 volleyball nets, 3 pickleball courts, or 6 basketball rims.	$65 / $98	Scoreboard, Portable screen and projector upon request	$80 / $113
Gym: Half Court**	Rubberized Basketball Court	50	Half court accomodates 1 volleyball net, 1 pickleball court, or 3 basketball rims.	$45 / $68	Scoreboard, Portable screen and projector upon request	$60 / $83





ACC Board Room—Set-up Examples



ACC Multi-purpose Room—Empty



ACC Multi-purpose Room—Set-up Example



ACC Community Room—Empty

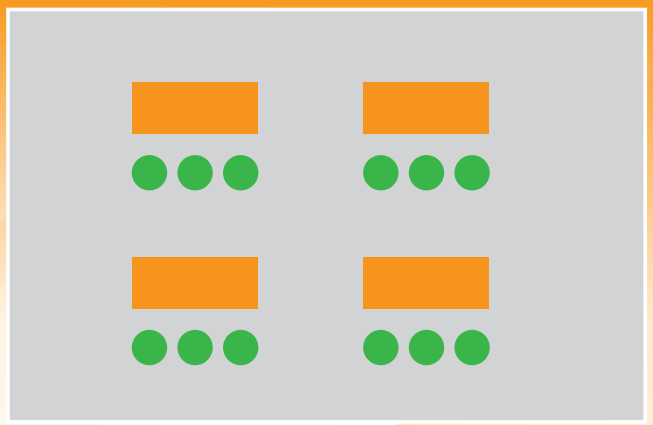


ACC Community Room—Set-up Example

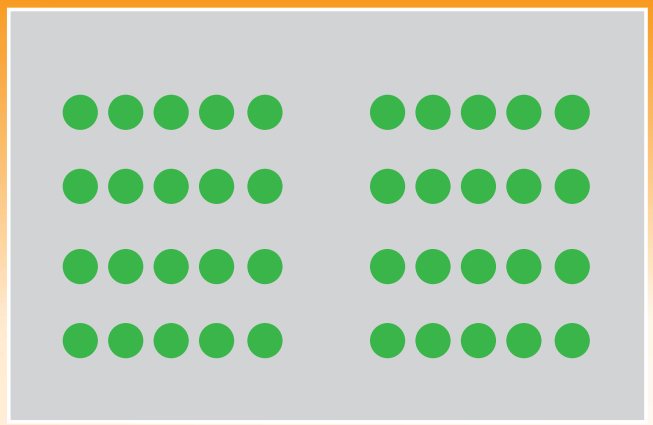


ACC Full Gym

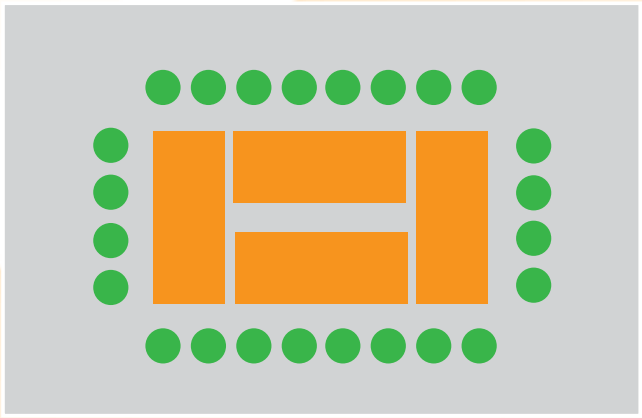
ROOM SET-UP OPTIONS



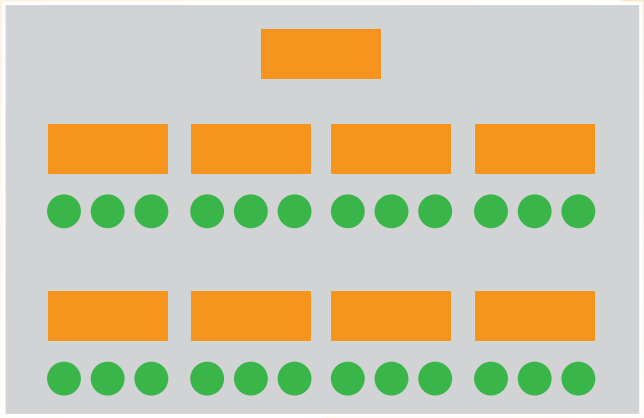
Classroom Arrangement



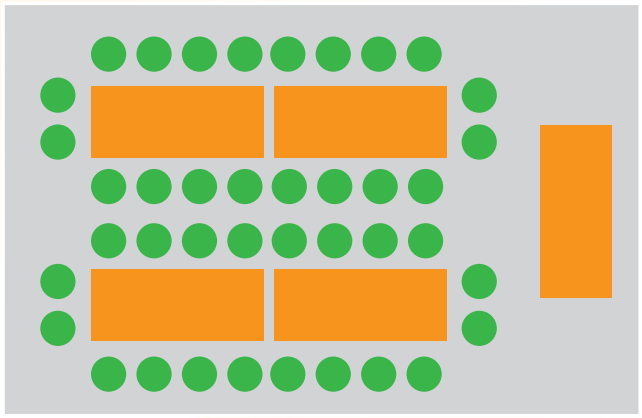
Theater Arrangement



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, penalty fees and/or suspension or termination of Bolingbrook Park District rental privileges may apply.
- 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. If excessive cleaning is required, additional cleaning charges may be applied to the renter's account.
- 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.
- All renters and their guests depart promptly at the scheduled end time. Late departure may result in charges to renter's account.

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. You may also book online at: https://ilbolingbrookweb.myvscloud.com/webtrac/web/search.html?display=detail&module=FR

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? Rental time includes all setup and cleanup. Access to the space is permitted up to 10–15 minutes prior to your start time. Additional time must be reserved in advance, based on availability, and will be charged at the hourly rental rate. Rental end times are firm to allow for the next scheduled use.

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.