

Anita Purves Nature Center - University of Illinois Only



1505 N. Broadway Ave. | 217-384-4062

Rental Request Form

How to Rent from the Urbana Park District

Rental request packets are available at all Urbana Park District facilities. Packets are also available via e-mail, fax machine, or on our website.

Rental Approval

University requests will be approved when the request form and a Purchase Order for the FULL AMOUNT DUE have both been received. Preferably, one month's advance notice should be given to reserve the nature center by the University. Rentals are final when approved by the manager of that facility. You will be contacted by phone, mail, or email with confirmation of your rental date and location.

Rental locations and address to submit paperwork & deposit:	Deposit due at time of submission:	Advanced notice required:*	Maximum Capacity (may vary depending on room setup)	Alcohol allowed with permit:
Anita Purves Nature Center 1505 N. Broadway Ave 217-384-4062	\$100	2 Weeks	80	No
Brookens Gym 1776 E. Washington Ave 217-255-8601	\$100	2 Weeks	500	No
Crystal Lake Park Family Aquatic Center 1401 N. Broadway Ave 217-239-7946	\$100	2 Weeks	1000	No
Lake House 505 W. Stoughton 217-367-1544	\$100	2 Weeks	Inside Only: 50 Including Patio: 80	Yes
Outdoor Fields 1776 E. Washington Ave 217-255-8601	\$100	2 Weeks	NA	No
Parks 1011 E. Kerr Ave 217-344-9583	\$200	4 Weeks	NA	Yes
Pavilions 505 W. Stoughton 217-367-1544	Balance due at time of submission	1 Week	NA	Yes
Phillips Recreation Center 505 W. Stoughton 217-367-1544	\$100	2 Weeks	100	No
Urbana Indoor Aquatic Center 102 E. Michigan Ave 217-384-7665	\$100	2 Weeks	350	No

***Staff will try to accommodate requests within one to two weeks' notice if space and staffing are available.**

How to Rent from the Urbana Park District

Requests are only accepted when the completed request form and corresponding deposit have both been received.

University requests will be approved when the request form and a Purchase Order for the FULL AMOUNT DUE have both been received. Preferably, one month’s advance notice should be given to reserve the nature center by the University. Rentals are final when approved by the manager of that facility.

After your rental is approved, you will receive a confirmation by phone or email. Your confirmation will include a receipt, rental details, and a permit number.

After the rental is approved, the deposit will be processed. The deposit is a separate transaction and cannot be applied towards the rental fee. The deposit will be refunded two weeks after your rental minus any costs for staying late, damages, additional staff time required to clean up, or other miscellaneous charges.

Rentals are a two hour minimum & should include set up and clean up time. On your rental form, you must list all time required (i.e. caterer arrival time, entertainment arrival time, table decorations and clean up time).

Rental change requests (date, time, etc.) made less than one week before the rental must be approved by the Program Manager.

Equipment and refreshments are available at some facilities for an additional fee. Please see specific location rental request forms for options.

FEE CATEGORIES

- | | | |
|--|---|--|
| <p>1. Locally Elected Officials
Urbana Govt.
Organizations
U.P.D. Affiliates</p> | <p>2. Private Individuals
Churches, University
Charitable Organizations
Business Meetings, State
& Federal Agencies</p> | <p>3. Organizations, Businesses
& Individuals charging a fee,
including those groups
listed in 1 & 2</p> |
|--|---|--|

Fees

Anita Purves Nature Center

Maximun Room Capacity	1 Affiliate & Government Groups	2 Private Individuals	3 Private Rentals Charging Fee
Room AB 24 sitting	\$25/hour	\$60/hour	\$110/hour
Room C or D 30 sitting	\$25/hour	\$60/hour	\$110/hour
Room CD 50 sitting	\$25/hour	\$70/hour	\$130/hour
Fire Ring 20 sitting	\$25/hour	\$45/hour	\$85/hour
Damage Deposit	\$100	\$100	\$100

Conditions of Use/University Indemnification Clause

You and your group are expected to abide by all posted Urbana Park District rules and regulations and all of the following:

1. A confirmation form serves as your Park Use Permit.
2. Groups, organizations and individuals using Urbana Parks will comply with the laws of the State of Illinois, the City of Urbana and the Urbana Park District.
Alcoholic beverages are not allowed in Urbana Parks unless an Alcoholic Beverage Permit has been issued to the organization or applicant.
3. All activities shall be properly controlled and supervised. Adequate adult supervision must be provided for participants under age 18.
4. No loud or excessive noises will take place that will disturb other park users.
5. The Park Board, the Executive Director, the City of Urbana Police or other authorized personnel may revoke any permit granted, at any time, if it is determined that the application for permit contained any misrepresentation or false statement, or that any condition set forth in the policies governing the permit requested is not being complied with, or that safety of the participants in the activities of the applicant or other visitors to the park is endangered by the continuation of such activity or that the permit needs to be revoked to protect the park or to protect the right of the general public to use the park.
6. No person shall solicit contributions, nor offer to sell or exchange any article or thing, nor buy or offer to buy any article or thing, for any purpose whatsoever, within any of the parks of the District, except by permission of the Executive Director or Board of Commissioners.
7. Permit holder agrees to deposit all trash and litter (resulting from the event) in trash receptacles.
8. No person shall park any motor vehicle in any of the parks of the District except in areas designated for the parking of such vehicles.
9. The applicant agrees to assume liability for any damage done to any District property.
10. ILLINOIS shall defend the Urbana Park District and its officers, agents, servants, and employees (collectively "UPD") against third-party claims, lawsuits and proceedings arising out of an event held by the University at a rental facility owned by the UPD ("Claims"). ILLINOIS shall select counsel reasonably appropriate for the defense. The UPD may participate in the defense with counsel of its choice at its sole expense. ILLINOIS shall indemnify the UPD from losses and liabilities arising out of such Claims that are not attributable to the acts or omissions of the UPD ("Losses"), subject to the following limitations in substance and amount: (a) ILLINOIS' statutory self-insurance plan and (b) laws intended to limit the exposure and liability of ILLINOIS as an instrumentality of the State of Illinois (e.g., State Lawsuit Immunity Act [745 ILCS 5]; U.S. Const. amend. XIV; and Illinois Court of Claims Act [705 ILCS 505]). In no event shall ILLINOIS' liability to the UPD for Losses exceed what might have been ILLINOIS' liability to a claimant if sued directly by the claimant and ILLINOIS had raised all defenses it had under the above identified limitations.

Paul N. Ellinger, Interim Comptroller for the University of Illinois

Date

Special Rental Requests (Attach to Nature Center Rental Request Form)

Anita Purves Nature Center - University of Illinois Only



1505 N. Broadway Ave. | 217-384-4062 Permit# _____ Rental Date _____

Full Name (please print) _____ Birthdate _____

Department _____

Address _____ City _____ State _____ Zip _____

Email _____

Primary Phone _____ Secondary Phone _____

Best way to contact you (Select One) Primary Phone Secondary Phone Email

Rental Dates* _____ Rental Days _____ # of Guests _____

Rental Time (include 30 min set up & 30 min clean up) _____ to _____ Actual Event Time _____ to _____

Total Number of Hours _____ Purpose of Event _____

Rental Rooms Requested: AB C D CD Fire Ring

Field Station / Observation Room / V (Store available) using -vent**? Yes No

Will a Fee be Charged? Yes No Open to the Public? Yes No

Caterer _____ Other Information _____

*One request form per season: Jan - Apr, May - Aug, Sept - Dec **Extra fee may be applied based on group size

Request time includes time to set up, clean up, and caterer time. Rental fee will start when the first person arrives & ends when the last person leaves. You will be charged time and a half for time not requested on this form.

<p>Anita Purves Nature Center Facility Capacity Options*</p> <p>Rooms AB: ~24 seated/~30 standing</p> <p>Room C or D: ~30 seated/~45 standing</p> <p>Rooms CD: ~70 seated/~90 standing</p> <p>Fire Ring: 20 seated</p>	<p>Equipment Use Request</p> <p>_____ TV/DVD.....\$10</p> <p>_____ LCD Projector & PC Laptop....\$10</p> <p>_____ Lectern.....No Charge</p> <p>_____ Dry Erase Easel.....No Charge</p>
<p>Refreshments are available with one-week advance notice. Please indicate the number of gallons of each drink that you would like. Refreshment fee includes beverages, cups, and condiments. Countertops in each classroom can be used for refreshments, gifts, etc. If beverages are requested they will be set up there unless noted otherwise.</p>	<p>_____ Regular Coffee.....\$7/gallon (Approx. 20 cups)</p> <p>_____ Decaf Coffee.....\$7/gallon (Approx. 20 cups)</p> <p>_____ Hot Water & Tea Bags...\$7/gallon (Approx. 20 cups)</p> <p>_____ Iced Tea.....\$7/gallon(max 2 @ a time)</p> <p>_____ Lemonade.....\$7/gallon (max 2 @ a time)</p> <p>_____ Ice Water.....No Charge (max 2 @ a time)</p>

*Room setup option impacts capacity. See pages 6 & 7 for setup options

OFFICE USE ONLY - Total Charges

Damage Deposit.....\$100
 Rental Fee ____ x ____ hours.....\$ ____
 Refreshment Fee.....\$ ____
 Equipment Fee.....\$ ____
 Other.....\$ ____

Total.....\$ ____
 Total Received.....\$ ____
 Balance Due.....\$ ____

Balance Due On _____

Deposit Receipt Sent By _____

Date _____ Via: Mail Email

Confirmation & Invoice Sent By _____

Date _____ Via: Mail Email

OFFICE USE ONLY

Initial Contact _____ Date _____
 Deposit \$100 Taken by _____ Date _____
 Check # _____ Receipt # _____ CC: Amex V M D Cash
 Approved by _____ Date _____
 Active entry by _____ Date _____ **PERMIT #**
 Calendar entry by _____ Date _____
 Balance \$ _____ Taken by _____ Date _____
 Check # _____ Receipt # _____ CC: Amex V M D Cash
 Deposit: Refunded/Claimed Refunded by _____
 Date Refunded _____ Via: Check/CC Notified: Mail/Email

Notes: _____

Name _____

Permit # _____

Date of Rental _____ Time of Rental _____ # of People _____

Please review the following room setup style options and **select the style you prefer.**

Auditorium Style



Cafeteria Style



Classroom Style



Round-table Style



Presenter U-shaped Style



Using the setup layout examples on the next page please **indicate how many of each you would like for your event:**

Tables with chairs: _____

Tables without chairs (gift/sign-in/display/ etc.): _____ (max 1 card table + 2 six-foot tables)

Chairs per table: _____

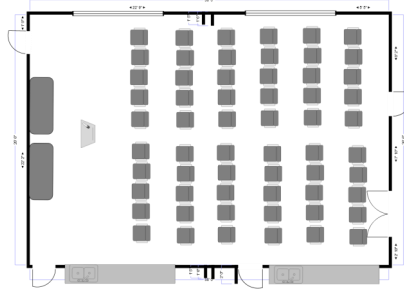
Chairs without tables: _____

Auditorium Style

Rooms AB max # chairs = 24

Room C or D max # chairs = 30

Rooms CD max # chairs = 70




Shown above: Rooms CD 60 chairs + lectern + 2 display tables



Chair

KEY

 Dry Erase Easel

 Card table



Lectern

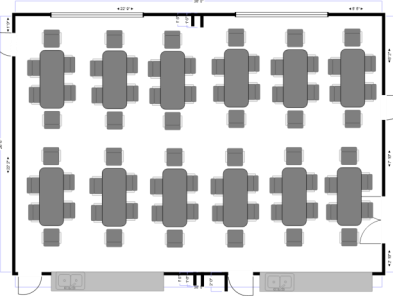


LCD Projector



Six-foot table

Counter & Sink in every room



Cafeteria Style

max # chairs per table = 6

Rooms AB max # tables = 6

Room C or D max # tables = 6

Rooms CD max # tables = 12

Shown above: Rooms CD 12 tables + 6 chairs/table

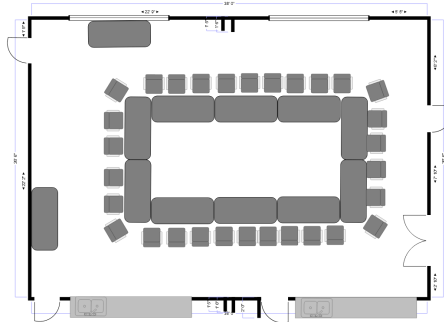
Round Table Style

max # chairs per table = 3

Rooms AB max # tables = 6

Room C or D max # tables = 6

Rooms CD max # tables = 10



Shown above: Rooms CD 10 tables + 3 chairs/table + welcome table + gift table

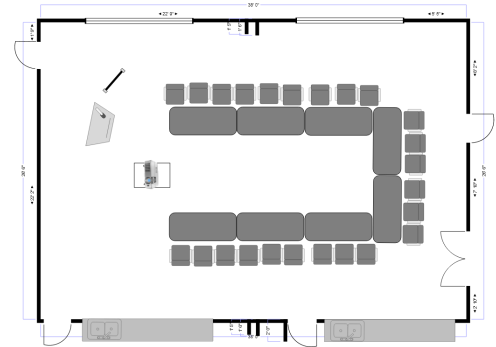
Presenter U-shaped Style

max # chairs per table = 3

Rooms AB max # tables = 5

Room C or D max # tables = 5

Rooms CD max # tables = 8



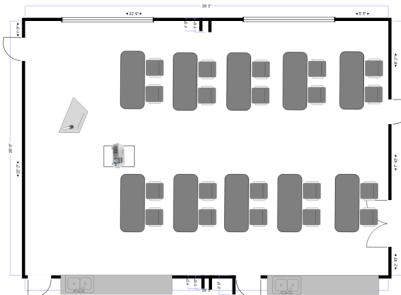
Shown above: Rooms CD 8 tables 3 chairs/table + lectern + LCD projector + dry erase easel

Classroom Style

Rooms AB max # tables = 6

Room C or D max # tables = 6

Rooms CD max # tables = 15



Shown left: Rooms CD 10 tables + 2 chairs/table + lectern + LCD projector



Shown left: Sardine Style Classrooms CD 15 tables + 3 chairs/table + welcome card table + display table + lectern + LCD projector