

# Room Rental Form

1505 N. Broadway Ave • 217-384-4062

ANITA PURVES NATURE CENTER

Permit # \_\_\_\_\_

Rental Dates \_\_\_\_\_

**University of Illinois**

**Full Name** (Please Print) \_\_\_\_\_ **Department** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Home** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Work** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ **Cell** (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**Email** \_\_\_\_\_

**Rental Dates** \_\_\_\_\_ **Rental Day** Su M Tu W Th F Sa **Rooms: A B C D** **# of Guests** \_\_\_\_\_

**Rental Time** [ include set up/clean up ] \_\_\_\_\_ to \_\_\_\_\_ **Actual Event Time** \_\_\_\_\_ to \_\_\_\_\_ **Total Hours** \_\_\_\_\_

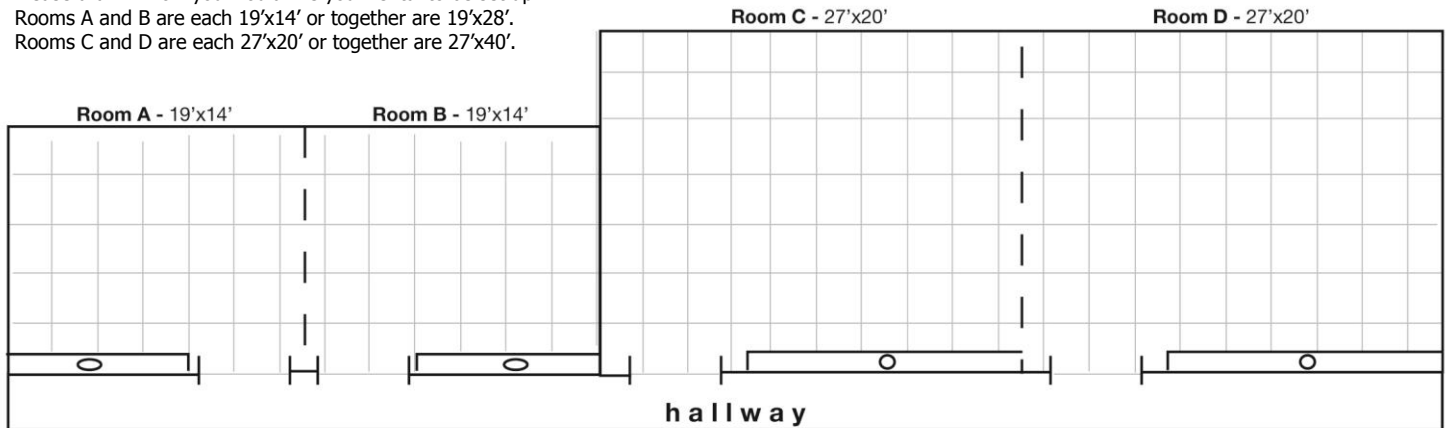
**Purpose of Event** \_\_\_\_\_

**Will a fee be charged?**  Yes  No **Open to the public?**  Yes  No

**Caterer** \_\_\_\_\_ **Other Information** \_\_\_\_\_

**Room Setup Chart (for table use)**

Please draw in how you would like your rental to be set up.  
 Rooms A and B are each 19'x14' or together are 19'x28'.  
 Rooms C and D are each 27'x20' or together are 27'x40'.



= approximate 6' table size

= approximate square card table size

**Tables and Chairs**

There are 15 rectangular tables, 2 square tables and 100 chairs available depending on other activities occurring in the building during the same time. More chairs may be available for an additional charge, see the Program Manager.

**# of 6' tables** \_\_\_\_\_ **# of square card tables** \_\_\_\_\_ **# of chairs per 6' table** \_\_\_\_\_

**Circle free equipment** Dry erase easel Podium

**Circle extra equipment** [\$10 fee/item] TV/VCR/DVD Screen LCD Projector Overhead Projector Coffee Urns (\$5.00)

**Refreshments** [ includes cups/condiments ] Regular Coffee [ \$7/20 cup urn ] # of pots \_\_\_\_\_ Hot Tea [ \$7/20 cup urn ] # of pots \_\_\_\_\_  
 Decaf Coffee [ \$7/20 cup urn ] # of pots \_\_\_\_\_ Iced Tea [ \$4/gallon ] # of pots \_\_\_\_\_  
 Lemonade [ \$4/gallon ] # of pots \_\_\_\_\_ Water [Free ] # of pots \_\_\_\_\_

**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.

**Renter Categories**

- A:** Organizations charging a fee to the public for an event
- B:** Private individuals, private organizations, business meetings, University groups, charitable organizations
- C:** Locally-elected officials, Urbana government organizations, Urbana Park District Affiliate Groups

**Room Rental Prices (prices are based per hour, 2 hour minimum)**

Seating guests at tables requires additional space. Discuss your needs with staff for best use of space. Please draw your room setup space on the chart on the front of this form, or select from attached suggestions.

Room A <b>or</b> B (15 people)	\$55	\$30	\$25
Room A <b>and</b> B (30 people)	\$85	\$45	\$25
Room C <b>or</b> D (30 people)	\$85	\$45	\$25
Room C <b>and</b> D (50 people)	\$105	\$55	\$35
Busey Woods Fire Ring	\$55	\$30	\$25

<p><b>Total Charges</b></p> <p>Damage Deposit..... \$ 75</p> <p>Rental Fee ____ x ____ hours..... \$ _____</p> <p>Refreshments Fee..... \$ _____</p> <p>Equipment Fee..... \$ _____</p> <p>Alcohol Permit Fee..... \$ _____</p> <p>Alcohol Deposit..... \$ _____</p>	<p><b>TOTAL</b>..... \$ _____</p> <p><b>Total Received</b>..... \$ _____</p> <p><b>Balance Due</b>..... \$ _____</p> <p style="text-align: center;"><b>Balance Due On</b> _____</p>
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**FOR OFFICE USE:**

Deposit \$75.00 \_\_\_\_\_ Check \_\_\_\_\_ CC: Amex V M D  
 Date \_\_\_\_\_ Time \_\_\_\_\_ Taken By: \_\_\_\_\_

Balance \$ \_\_\_\_\_ Check \_\_\_\_\_ CC: Amex V M D  
 Date \_\_\_\_\_ Time \_\_\_\_\_ Taken By: \_\_\_\_\_

Approved by \_\_\_\_\_ Approved on \_\_\_\_\_  
 Active entry by \_\_\_\_\_ UPD ID # \_\_\_\_\_  
 Active entry on \_\_\_\_\_ Permit # \_\_\_\_\_

Refund \$ \_\_\_\_\_ Refund by: \_\_\_\_\_ Refund On \_\_\_\_\_



**Waiver and Release of All Claims**

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.

**Walter Knorr, Vice President, Chief Financial Officer and Comptroller**

\_\_\_\_\_ Date