



1505 N. Broadway Ave., 61801 | 217-384-4062

Permit #

Rental Dates: / /

RENTAL REQUEST FORM

Full Name (please print) _____ Organization _____

Address _____ City _____ State _____ Zip _____

Home - _____ Work - _____ Cell - _____

Email _____

Best Way to Contact (Check One) Cell Phone Home Phone Work Phone Email

Rental Dates* _____

Rental Days Su M Tu W Th F Sa Rooms: A B C D Fire Pit # of Guests _____

Rental Time (include 30 minutes set up/30 minutes clean up) _____ to _____ Actual Event Time _____ to _____ # Hours _____

Purpose of Event _____

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

Caterer _____ Other Information _____

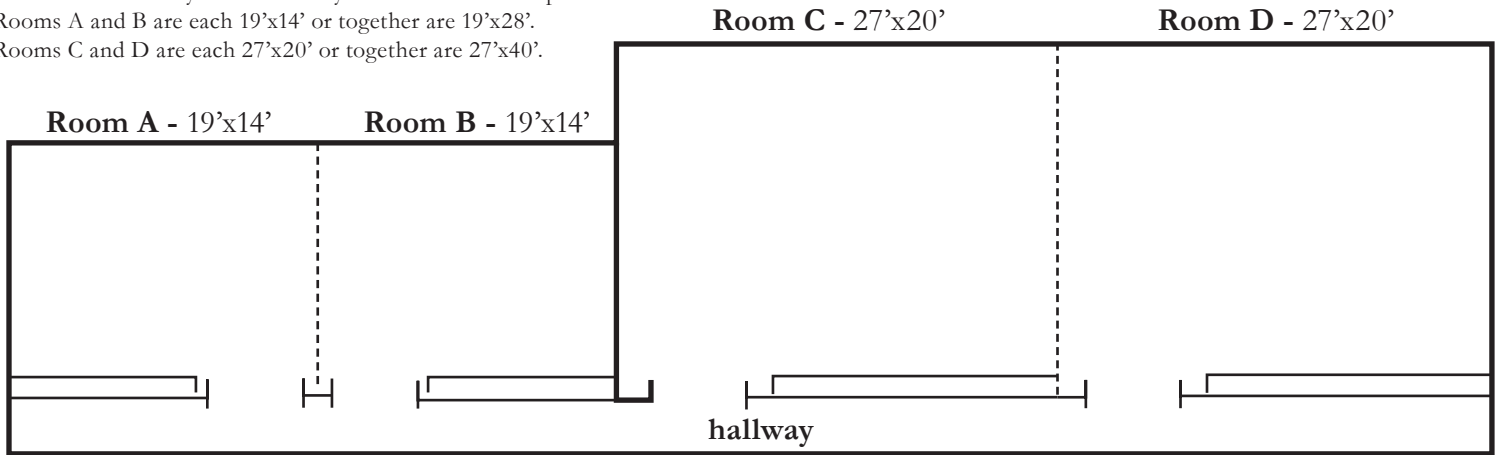
*One request form per season: Jan-Apr, May-Aug, Sept-Dec

Room Setup Chart *not applicable for fire pit*

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'.



= 6' table size

= square table size

Tables and Chairs

There are up to 15 rectangular 6 foot 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 _____

Equipment and Services

Circle free equipment Dry erase easel Podium

Circle extra equipment (\$10 fee/item) TV/VCR/DVD Screen LCD Projector/PC Laptop

Refreshments (includes cups/condiments) Regular Coffee (\$7/20 cup urn) # of urns _____ Hot Water & Tea Assortment (\$7/20 cup urn) # of urns _____ Decaf Coffee (\$7/20 cup urn) # of urns _____ Iced Tea (\$4/gallon) # of gallons _____ Lemonade (\$4/gallon) # of gallons _____ Ice Water (Free) # of gallons _____

Rental Approval

Deposit is due when submitting a rental request form. Payment is due two weeks after receiving your confirmation or immediately upon receiving your confirmation if the rental date is within four weeks. Rentals are final when approved by the Program Manager of that facility. You will be contacted by phone, mail or email with confirmation of your rental date and permit information.

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.

Please circle your room choice		A	B	C
Room A or B	(15 people)	\$55	\$30	\$25
Room A and B	(30 people)	\$85	\$45	\$25
Room C or D	(30 people)	\$85	\$45	\$25
Room C and D	(50 people)	\$105	\$55	\$25
Busey Woods Fire Ring		\$55	\$30	\$25

OFFICE USE ONLY - Total Charges

Damage Deposit.....\$75
 Rental Fee _____ x _____ hours.....\$ _____
 Refreshment Fee.....\$ _____
 Equipment Fee.....\$ _____
 After Hours Fee \$10/hr x _____ hours,\$ _____
 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 \$75.00 Taken by _____ Date _____
 Check # _____ CC: Amex V M D Cash
 Approved by _____ Date _____
 Active entry by _____ Date _____ **PERMIT #** _____
 Calendar entry by _____ Date _____
 Balance \$ _____ Taken by _____ Date _____
 Check # _____ CC: Amex V M D Cash
 Deposit: Refunded/Claimed _____ Refunded by _____
 Date Refunded _____ Via: Check/CC Notified: Mail/Email

After hours contact info in case of unforeseen issues or inclement weather:

Name: _____ Phone: _____

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.

Deposit is due when submitting a rental request form. Payment is due two weeks after receiving your confirmation or immediately upon receiving your confirmation if the rental date is within four weeks. Rentals are final when approved by the Program Manager of that facility. You will be contacted by phone, mail or email with confirmation of your rental date and permit information.

Completed requests and their corresponding deposits should be dropped off at the following locations:

Rental locations & where 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, 61801 217-384-4062	\$75	2 Weeks	80	No
Brookens Gym 1776 E. Washington Ave, 61802 217-255-8601	\$75	2 Weeks	500	No
Crystal Lake Park Family Aquatic Center 1401 N. Broadway Ave, 61801 217-239-7946	\$75	3 Weeks	1200	No
Lake House 505 W. Stoughton, 61801 217-367-1544	\$75	2 Weeks	Inside Only: 50 Including Patio: 100	Yes
Outdoor Fields Brookens Gym 1776 E. Washington Ave, 61802 217-255-8601	\$75	2 Weeks	NA	No
Parks 1011 E. Kerr Ave, 61801 217-344-9583	\$200	4 Weeks	NA	Yes
Pavilions 505 W. Stoughton, 61801 217-367-1544	Balance due at time of submission	1 Week	NA	Yes
Phillips Recreation Center 505 W. Stoughton, 61801 217-367-1544	\$75	2 Weeks	100	No
Urbana Indoor Aquatic Center 102 E. Michigan Ave, 61802 217-384-7665	\$75	3 Weeks	350	No

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

Cancellations must be made at least four weeks prior to the rental in order to receive full refund of fees and deposit minus a \$5 processing fee. Any cancellations made less than four weeks before the rental will be refunded according to the following schedule:

Date of Cancellation:	Renter Receives:
More than 4 weeks in advance	100% of rental fee + deposit minus \$5 processing fee
27-21 days in advance	75% of rental fee + deposit
20-14 days in advance	50% of rental fee + deposit
13-7 days in advance	25% of rental fee + deposit
Less than 7 days in advance	Entire rental fee is forfeited; deposit is returned

How to Rent from the Urbana Park District

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

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.

Full payment for the rental, or payment plan arrangements, must be made no later than two weeks after rental approval notification. If your request is made 3 weeks in advance or less, full payment is required at the time of the approval confirmation.

If payment is not received, or the payment plan is not arranged, before the end of the two-week period, the reservation will be cancelled and \$50 will be deducted from the deposit.

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.

Urbana Park District Rental Rules & Regulations

Behavior:

Initial: _____

- ◇ Please be considerate of other patrons and minimize noise or other disturbances during your rental.
- ◇ There is NO smoking in any indoor Urbana Park District facility.
- ◇ Candles or other open flame are not permitted without prior approval.
- ◇ Admission fees will not be charged without prior approval and will result in a higher rental rate.
- ◇ Groups are responsible for making sure that all activities are properly controlled and supervised. Adequate adult chaperones must be provided for group members less than 18 years of age. Generally, one chaperone must be provided for every 5-15 minor participants.

Payments:

Initial: _____

Deposit is due when submitting a rental request form. Payment is due two weeks after receiving your confirmation or immediately upon receiving your confirmation if the rental date is within four weeks. Rentals are final when approved by the Program Manager of that facility. You will be contacted by phone, mail or email with confirmation of your rental date and permit information.

- ◇ All payments are to made to the Urbana Park District.
- ◇ There will be a \$25 service charge on all returned payments.
- ◇ Any party that stays over their scheduled time will be charged an additional amount at 1.5 times the hourly rate. Early arrivals cannot be accommodated.
- ◇ Cancellations must be made at least four weeks prior to the rental in order to receive a full refund of fees and deposit minus a \$5 scheduling charge. Any cancellations made less than four weeks before the rental will be refunded according to the following schedule:

Date of Cancellation:	Renter Receives:
More than 4 weeks in advance	100% of rental fee + deposit minus \$5 processing fee
27-21 days in advance	75% of rental fee + deposit
20-14 days in advance	50% of rental fee + deposit
13-7 days in advance	25% of rental fee + deposit
Less than 7 days in advance	Entire rental fee is forfeited; deposit is returned

Food and Drink:

Initial: _____

- ◇ Food and drink allowed in designated areas only.
- ◇ Use of alcoholic beverages is allowed at the Lake House, parks, and pavilions with an alcohol permit. Permits must be applied for and approved and a certificate of insurance naming the Urbana Park District as additionally insured for \$1,000,000 is provided 2 weeks prior to the rental. If a permit is approved, only beer and wine are allowed and they must remain within the rental area. The use of other intoxicants is prohibited at all times.
- ◇ You will need to provide your own caterer, utensils, cups, etc. (unless you purchase refreshments from the Urbana Park District). The Urbana Park District encourages the use of reusable or compostable mugs, plates, and silverware in place of Styrofoam and plastic. Recycling is encouraged.

Set Up & Clean Up:

Initial: _____

- ◇ Furniture and equipment are not to be moved without prior approval. Some items are permanent fixtures and cannot be removed.
- ◇ No furniture or equipment is to be loaned or rented out for use outside of the facility unless approved by the Program Manager.
- ◇ There are no provisions for renters to store any items prior to or after any rental without approval.
- ◇ The use of tape of any kind, thumb tacks, staples, nails, or other forms of fasteners to hang pictures and decorations by direct attachment to painted wood, walls, or ceiling tile is prohibited. Silly string and glitter are not permitted.

Urbana Park District Rental Rules & Regulations

- ◇ Renter is responsible for leaving the facility in the same condition it was found. All trash is to be picked up, bagged, and taken to the appropriate containers. All decorations must be removed (streamers, signs, balloons, etc.), tables and chairs must be wiped down, floor must be swept, and any other necessary cleaning must be done within the scheduled rental time.
- ◇ If staff must remove any helium balloons from the ceiling of a rented room, a \$25 per balloon fee will be taken from the damage deposit.
- ◇ After your facility rental you are required, in cooperation with the Building Attendant, to complete and sign a facility checklist. This completed and approved checklist will ensure your deposits return.

Liability:

Initial: _____

- ◇ The Urbana Park District reserves the right to have staff present at any meetings or events held in its facilities.
- ◇ The Urbana Park District assumes no responsibility for personal property brought into the facility.
- ◇ Indoor rentals require an employee to be present at all times. Keys will never be issued to any other person or group.
- ◇ Groups requesting use of any facility shall be known to the Urbana Park District. Any group or organization not known shall be asked to present a written statement of its purpose, the reason for the meeting and the names of its officers or leaders.
- ◇ Use of the facility does not imply endorsement or sponsorship of the events by the Urbana Park District. Publicity should be designed to identify clearly and accurately the name of the sponsoring group.
- ◇ It is understood that individuals, groups or organizations using this facility will comply with the laws of the State of Illinois, the City of Urbana and the Urbana Park District.
- ◇ The applicant or group representative will assume liability for any injury or damage done to the building, equipment, participants, or staff during their scheduled rental.
- ◇ 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/facility is endangered by the continuation of such activity or that the permit needs to be revoked to protect the park/facility or to protect the right of the general public to use the park/facility.
- ◇ By signing the Application Permit Request form you and your group have agreed to follow all Park District rental rules and regulations. Furthermore, you agree to compensate for damage, loss or expenses that occur, hold harmless and defend the District, its officers, agents, servants and employees from any and all claims resulting from injuries, damages and/or losses sustained by yourself or your group as a result of the use of this facility and its adjoining property.
- ◇ Urbana Park District will not be liable for any claims for injury or damages resulting from or arising out of the use of the District's facility or premises and the permit holder agrees to indemnify the Park District and hold harmless against any and all such claims, damages, losses and expenses except to the extent the Park District caused the injury. If requested by the District, the permit holder shall carry insurance against such claims and furnish the District with a certificate of insurance evidencing same.

I have read all the Rules and Regulations attached. I understand and agree to them as a condition of my use of Urbana Park District parks/facilities. I further understand that noncompliance with these conditions may result in loss of permit, additional fees and charges or any other applicable consequences under the ordinances of the Urbana Park District or under the law.

Signature: _____ **Date:** _____