



**Urbana** Park District



**Phillips Recreation Center**

*Effective January 1, 2015*

This packet contains a **Facility Request Form**, a copy of the **Rules & Regulations**, and a **setup sheet**. If you have any questions, please call Phillips at 217-367-1544.

**PLEASE READ ALL INFORMATION**

**and**

**RULES AND REGULATIONS THOROUGHLY.**

**Upon completing the Facility Request Form, please return it to the Phillips Recreation Center. You will be contacted as to the status of your application. Your rental is not confirmed until you receive a call or email from the manager.**





### Fee Categories

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

### Fee Schedule

#### Phillips Recreation Center

Maximun Room Capacity	1 Affiliate & Government Groups	2 Private Individuals	3 Private Charging Fee
1 room 25 seated/50 standing	\$30/hour	\$55/hour	\$110/hour
2 rooms 55 seated/100 standing	\$40/hour	\$65/hour	\$130/hour
3 rooms 100 seated/170 standing	\$50/hour	\$85/hour	\$170/hour
<b>Damage Deposit</b>	<b>\$75</b>	<b>\$75</b>	<b>\$75</b>

**Holiday Fees** are an additional \$15 per hour (Christmas Eve, Christmas Day, Thanksgiving and the day after, Memorial Day, Labor Day, Easter, Independence Day, New Year's Eve, New Year's Day).

### **Building Attendant**

The Urbana Park District requires an employee to be present during a rental. Keys will never be issued to any other person or group.

### **Cancellations**

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

<u>Date of Cancellation</u>	<u>Renter Receives</u>
More than 4 weeks in advance.....	100% of rental fee (minus \$5 charge)
27-21 days in advance.....	75% of rental fee
20-14 days in advance.....	50% of rental fee
13-7 days in advance.....	25% of rental fee
Less than 7 days in advance.....	Entire rental fee is forfeited

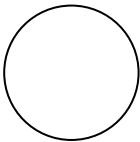
# Phillips Recreation Center Set Up Form

Name \_\_\_\_\_ Date of Rental \_\_\_\_\_ Time of Rental \_\_\_\_\_ # of People \_\_\_\_\_

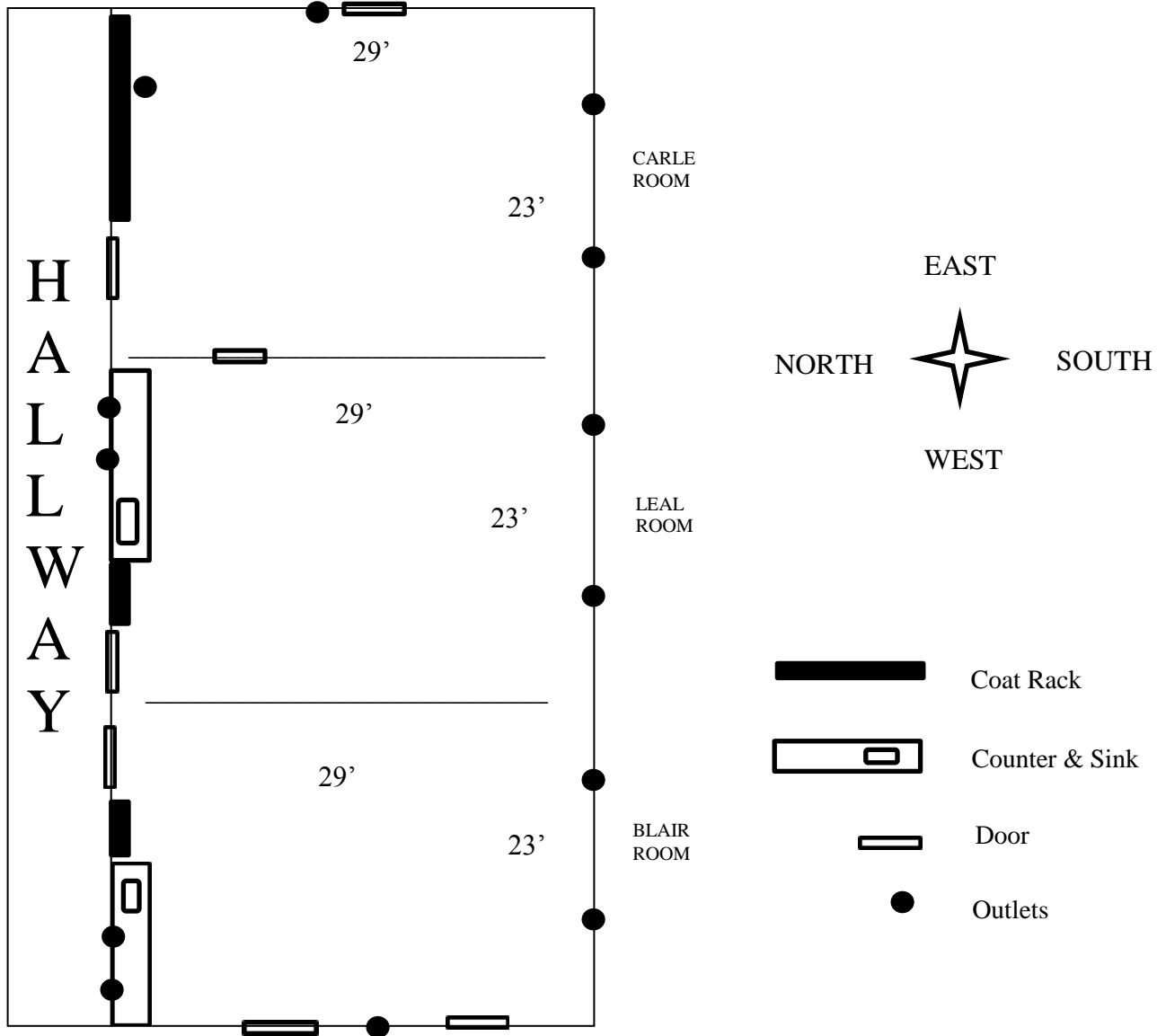
Please draw your desired room setup or indicate from the following: Theatre Banquet Style Horseshoe

The following amount of equipment may be available, depending on other activities occurring in the building during the same time.

18 – six-foot rectangular tables   4 – four-foot tables

16 – six-foot round tables  X 120 chairs (more chairs may be available for an additional charge, see the Program Manager)

You will be assigned to a room or rooms according to the number of people that are attending your rental.  
Please be as thorough as possible.



# How to Rent a Room at the Phillips Recreation Center

## **Rental Request Form**

Rental Request Form are available at the Phillips Recreation Center. You must complete request and return it to the Recreation Office with a \$75 damage deposit.

**Two weeks advance notice is required to reserve a space at the Phillips Recreation Center. Staff will try to accommodate requests within one to two weeks' notice if space and staffing are available.**

After your rental is approved, you will receive a confirmation by phone or email.

**Reservations are only completed when the request and deposit have been received and confirmed by the Program Manager.**

## **Payment**

The \$75 damage deposit must be received to hold your reservation. After the rental is approved, the deposit will be processed. A refund will be issued to you either by cash, check, or credit card approximately two weeks after your rental.

Full payment for the rental must be made no later than two weeks after notification that your rental has been approved. If payment is not received before the end of the two-week period, the reservation may be canceled and \$50 will be deducted from the damage deposit.

## **Late Fee**

**PLEASE NOTE:** 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.

## **Setup Arrangements**

The setup sheet must be returned to the Recreation Office \*\*\*two weeks prior to your rental\*\*\*. This will enable staff to arrange the room according to your specifications in advance. Limited amounts of the following are available at no additional charge: chairs, tables, podium, and easel. Limited amounts of the following items are available for an additional fee per day: TV/VCR/DVD, LCD projector, and coffee urns.

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 mugs, plates, and silverware in place of Styrofoam, plastic & paper. Recycling containers will be available.

Refreshments are available for a fee. Please make refreshment requests at least five days in advance.

**You are charged for all setup and takedown time in your rental period.** On your request you must list all time required. (i.e. caterer arrival time, entertainment arrival time, table decorations and cleanup time). A Facility Manager must approve all decorations. Nails, tape and tacks are not to be used on the walls of any Urbana Park District facility unless otherwise stated. Any change request (i.e. time, date) must be made more than five days in advance and must be approved by a Facility Manager.

## **Cleanup**

We ask that you throw away your own trash, take down all decorations and wipe off the tables and sweep if needed. If there are any spills made please inform the building attendant when it happens. The building attendant will be responsible for furniture and general cleaning. The building attendant will inspect the rooms immediately following your rental and record the status of the rooms (which you will both sign). If the room is left in satisfactory condition, you will receive your full deposit on your credit card or by mail within 2 weeks after the event. Any damage or additional staff time required to clean will be subtracted from your damage deposit. If additional funds are required, you will be billed.

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Renter Initials

# Urbana Park District Facility

## **Rental Rules & Conditions of Use**

1. There is NO smoking in any indoor Urbana Park District Facility.
2. If staff must remove any helium balloons from the ceiling of a rented room, a \$25 fee will be taken from the damage deposit.
3. Food and drinks are not permitted outside of the rental room and are not permitted in lobby areas.
4. Be considerate of patrons who may be using the facility during your rental.
5. Furniture and equipment are not to be moved about the building without the approval of the Program Manager.
6. No furniture or equipment is to be loaned or rented out for use outside of the facility unless approved by the Program Manager.
7. Groups in category 1 are expected to assist with room setup and cleanup.
8. The use of masking tape, scotch tape, thumb tacks, nails, or other forms of fasteners to hang pictures and decorations by direct attachment to painted wood, walls or ceiling tile is prohibited unless approved by the Program Manager.
9. Candles are not allowed unless a Program Manager approves bases.
10. The person(s) in charge of the group using the building will assume liability for any injury or damage done to the building, equipment, participants or staff during their scheduled rental.
11. 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.
12. There are no provisions for renters to store any items prior to or after any rental unless approved by a Program Manager.
13. Renter is responsible for leaving the facility in the same condition it was found. All trash is to be picked up and bagged. All decorations must be removed (streamers, signs, balloons, etc.), tables & chairs wiped down if needed, floor swept and any other necessary cleaning completed.
14. Groups will vacate the building at the hour designated on the Rental Request Form. If you exceed your designated rental time, you will be charged an additional amount at 1.5 times the hourly rate. Your designated rental time must include setup and cleanup.
15. Any behavior deemed by the Park District staff to be destructive in any way shall be cause for eviction of persons from the building at any time and legal action may be taken.
16. 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. The Program Manager must approve the chaperones. (Generally, one chaperone must be provided for every 15 participants).
17. It is understood that the Urbana Park District reserves the right to have any of its staff members attend any meeting held in its centers.
18. Use of alcoholic beverages is prohibited.
19. The Urbana Park District assumes no responsibility for personal property brought into the building.
20. Use of the facility does not imply endorsement or sponsorship of the event by the Urbana Park District. Publicity should be designed to identify clearly and accurately the name or names of the sponsoring group(s).

21. If admission fees are charged, extra charges will be added to the rental fee.
22. 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.
23. After your rental you are required, in cooperation with the Building Attendant, to complete a facility checklist.
24. By signing the Rental 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.

**Thank you for choosing the Urbana Park District for your rental needs!**

\_\_\_\_\_  
Renter Initials



505 W. Stoughton St. | 217-367-1544 | Fax: 217-367-1592

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

UPD ID# \_\_\_\_\_

## RENTAL REQUEST FORM

**Full Name** (please print) \_\_\_\_\_ **Organization** \_\_\_\_\_

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

**Home** \_\_\_\_\_ - \_\_\_\_\_ **Work** \_\_\_\_\_ - \_\_\_\_\_ **Cell** \_\_\_\_\_ - \_\_\_\_\_

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

**Rental Dates** \_\_\_\_\_ **Rental Days** Su M Tu W Th F Sa Blair Leal Carle **# of Guests** \_\_\_\_\_

**Rental Time** (include set up/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** \_\_\_\_\_

**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.**

### Phillips Recreation Center Facility Options

- 1 Room** \_\_\_\_\_ 25 seated/50 standing
- 2 Rooms** \_\_\_\_\_ 55 seated/100 standing
- 3 Rooms** \_\_\_\_\_ 100 seated/170 standing

### Dance/Fitness rooms and Kitchen are unavailable

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.

### Equipment Use Request

- \_\_\_\_\_ TV/DVD (\$10)
- \_\_\_\_\_ LCD Projector (\$20)
- \_\_\_\_\_ Projector Screen (no charge)
- \_\_\_\_\_ Coffee Urns (urns only)(\$5)
- \_\_\_\_\_ Easel (no charge)

### Refreshment Request

- \_\_\_\_\_ Coffee (\$7/gallon)
- \_\_\_\_\_ Hot Tea (\$7/gallon)
- \_\_\_\_\_ Iced Tea (\$4/gallon)
- \_\_\_\_\_ Lemonade (\$4/gallon)

### Waiver and Release of All Claims

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 Conditions of Use 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. There will be a \$25 service charge on all returned payments.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_



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**Hours Available for Rentals**

Rental availability varies seasonally; please call for available hours:  
Phillips Recreation Center 217-367-1544

**Rental Approval**

**Deposit is due before approval and final payment is due after approval of the rental.** Rentals are final when approved by the Enviromental Program Manager of that facility. You will be contacted by phone, mail, or email with confirmation of your rental date and location.

OFFICE USE ONLY - Total Charges			
Damage Deposit.....	\$75	Total.....	\$_____
Rental Fee _____ x _____ hours.....	\$_____	Total Received .....	\$_____
Refreshment Fee.....	\$_____	Balance Due.....	\$_____
Equipment Fee.....	\$_____		
			Balance Due On _____

OFFICE USE ONLY			
Deposit \$75.00	Check _____	CC: Amex	V M D
Taken by _____	Date _____	Time _____	
Balance \$ _____	Check _____	CC: Amex	V M D
Taken by _____	Date _____	Time _____	
Approved by _____	Approved on _____		
Active entry by _____	UPD ID # _____		
Active entry on _____	Permit # _____		
Refund \$ _____	Refunded by _____	Refunded on _____	