



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

Permit #

Rental Dates: / /

RENTAL REQUEST FORM

University of Illinois

Full Name (please print) Department

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

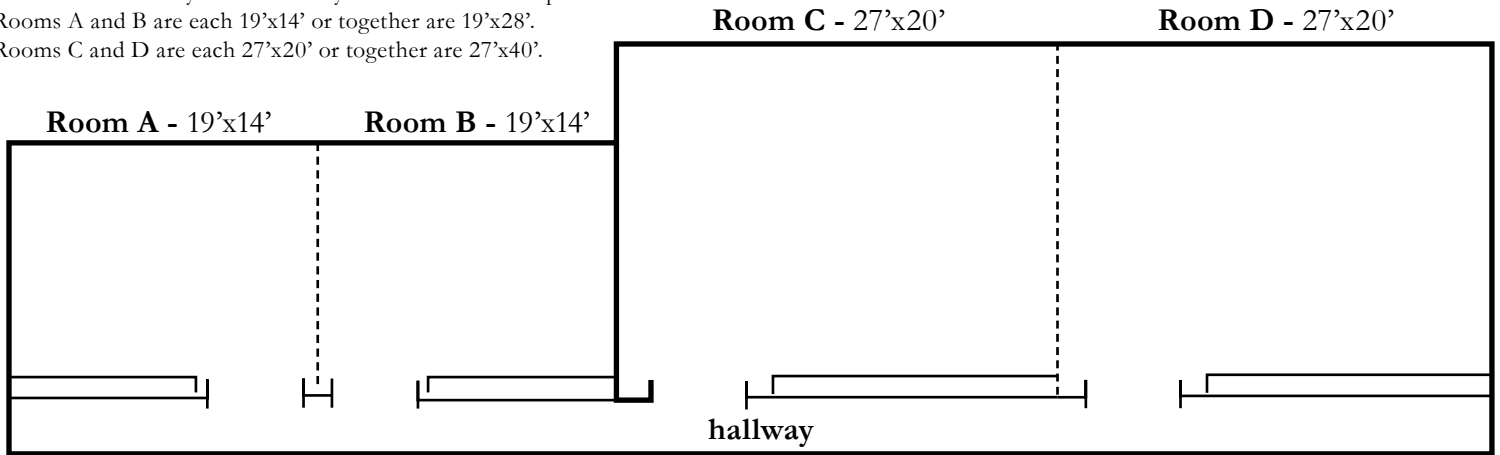
\*One request form per season: Jan-Apr, May-Aug, Sept-Dec

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

