RENTAL REQUEST FORM

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’.

Hallway = 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

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.

<table>
<thead>
<tr>
<th>Room</th>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room A or B (15 people)</td>
<td>$55</td>
<td>$30</td>
<td>$25</td>
</tr>
<tr>
<td>Room A and B (30 people)</td>
<td>$85</td>
<td>$45</td>
<td>$25</td>
</tr>
<tr>
<td>Room C or D (30 people)</td>
<td>$85</td>
<td>$45</td>
<td>$25</td>
</tr>
<tr>
<td>Room C and D (50 people)</td>
<td>$105</td>
<td>$55</td>
<td>$25</td>
</tr>
<tr>
<td>Busey Woods Fire Ring</td>
<td>$55</td>
<td>$30</td>
<td>$25</td>
</tr>
</tbody>
</table>

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