

Anita Purves Nature Center



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

Rental Request Form

How to Rent from the Urbana Park District

Deposits are 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 two weeks. Rentals are final when approved by the Program Manager of that facility. You will be contacted by phone or email with confirmation of your rental date and permit information.

The Crystal Lake Park Lake House is the only park district facility where alcohol is permitted. Alcohol permits must be obtained in accordance with City of Urbana and Urbana Park District Alcohol Permit Policies. Events that partner with the Urbana Park may be allowed to serve alcohol if approved by the Executive Director.

No parks or facilities are suitable for large boisterous events that are in conflict with the park district's mission and that jeopardize the safety of the public and district properties.

Please submit completed rental packets and payments to the listed address. Addresses listed are not necessarily the address of that facility.

	Deposit:	Advanced notice required: *	Maximum Capacity (may vary on room setup)
Anita Purves Nature Center 1505 N. Broadway Ave 217-384-4062	\$100	2 Weeks	80
Crystal Lake Park Family Aquatic Center 1401 N. Broadway Ave 217-239-7946	\$100	2 Weeks	1000
Health and Wellness Center 2002 E. Washington St. 217-255-8601	\$100	2 weeks	75
Lake House 505 W. Stoughton 217-367-1544	\$100	2 Weeks	Inside Only: 50 Including Patio: 80
Outdoor Fields 2002 E. Washington St. 217-255-8601	\$100	2 Weeks	NA
Parks 1011 E. Kerr Ave 217-344-9583	\$200	4 Weeks	NA
Pavilions 505 W. Stoughton 217-367-1544	Balance due at time of submission	1 Week	Varies by location
Phillips Recreation Center 505 W. Stoughton 217-367-1544	\$100	2 Weeks	100
Urbana Indoor Aquatic Center 102 E. Michigan Ave 217-384-7665	\$100	2 weeks	350

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

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 2 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 canceled and \$50 will be deducted from the deposit.

Rental change requests (date, time, etc.) must be approved by the Program Manager.

Equipment and refreshments may be available at some facilities for an additional fee. Please see specific location rental request forms for options.

FEE CATEGORIES

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

Fees

Anita Purves Nature Center

Maximum Room Capacity	1 Affiliate & Government Groups	2 Private Individuals	3 Rentals Charging Fee
Room AB 24 seated	\$25/hour	\$60/hour	\$120/hour
Room C or D 30 seated	\$25/hour	\$60/hour	\$120/hour
Room CD 50 seated	\$25/hour	\$70/hour	\$140/hour
Fire Ring 20 seated	\$25/hour	\$45/hour	\$90/hour
Damage Deposit	\$100	\$100	\$100

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.
- No parks or facilities are suitable for large boisterous events that are in conflict with the park district's mission and that jeopardize the safety of the public and district properties.

Payments:

Initial: _____

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- All payments are to be 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.
- The Crystal Lake Park Lake House is the only park district facility where alcohol is permitted. Alcohol permits must be obtained in accordance with City of Urbana and Urbana Park District Alcohol Permit Policies. Events that partner with the Urbana Park may be allowed to serve alcohol if approved by the Executive Director. Permits must be applied for and approved and a certificate of insurance naming the Urbana Park District as additionally insured for \$1,000,000 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.
- 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.

Rental Approval:

Deposit is due before approval and final payment is due after approval of the rental. Rentals are final when approved by the Facility Manager. You will be contacted by phone or email with confirmation of your rental date and location.

Anita Purves Nature Center



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Permit #

MCID

RENTAL REQUEST FORM

Full Name (please print) _____ **Organization** _____

Address _____ **City** _____ **State** _____ **Zip** _____

Primary Phone Number _____ **Secondary Phone Number** _____

Email _____ **Birthdate** _____

Best Way to Contact (Select One) Primary Phone Secondary Phone Email

Rental Dates* _____ **Rental Days** Su M Tu W Th F Sa **# of Guests** _____

Rental Time (include 30 min set up & 30 min clean up) _____ to _____ **Event Time** _____ to _____

Rental 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.

Rooms Requested: AB C D CD Fire Ring

Field Station / Observation Room / Nature Store Available During Event?** Yes No

Will an Attendance or Vendor Fee be Charged? Yes No **Open to the Public?** Yes No

Caterer _____ **Other Information** _____

**One request form per season: Jan – Apr, May – Aug, Sep – Dec*

***Extra fee may be applied based on group size*

Anita Purves Nature Center Facility Capacity^		Equipment Use Request	
Room A or B	24 seated/30 standing	TV/DVD (\$50 Deposit)	
Room C or D	30 seated/45 standing	Projector & PC Laptop (\$50 Deposit)	
Room CD	70 seated/90 standing	Easel	
Fire Ring	20 seated	Lectern	

^Room setup option impacts capacity. See room setup styles for different options

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:** _____

Name _____

Permit # _____

Date of Rental _____ Time of Rental _____ # of People _____

Please review the following room setup style options and **select the style you prefer.** Then at the bottom, **indicate how many tables and chairs are needed.**

Auditorium Style



Cafeteria Style



Classroom Style



Round-table Style



Presenter U-shaped Style



Using the setup layout examples on the next page please **indicate how many of each** you would like for your event:

Tables with chairs: _____

Tables without chairs (gift/sign-in/display/ etc.): _____ (max 1 card table + 2 six-foot tables)

Chairs per table: _____

Chairs without tables: _____

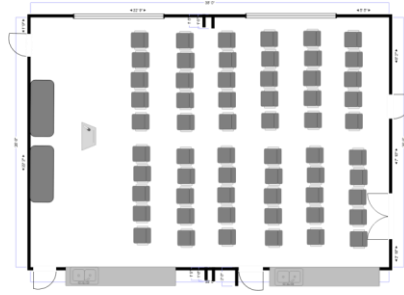
Other setup notes:

Auditorium Style—

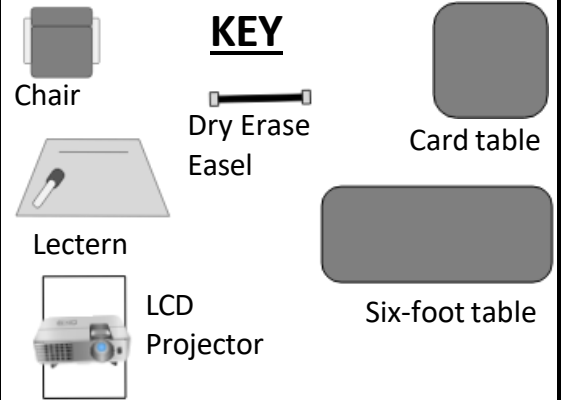
Rooms AB max # chairs = 24

Room C or D max # chairs = 30

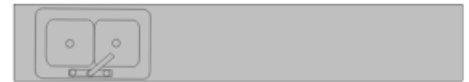
Rooms CD max # chairs = 70



Shown above: Rooms CD 60 chairs + lectern + 2 display tables



Counter & Sink in every room



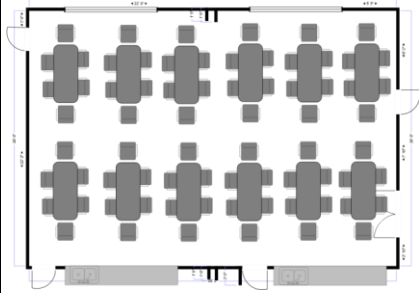
Cafeteria Style— max

chairs per table = 6

Rooms AB max # tables = 6

Room C or D max # tables = 6

Rooms CD max # tables = 12



Shown above: Rooms CD 12 tables + 6 chairs/table

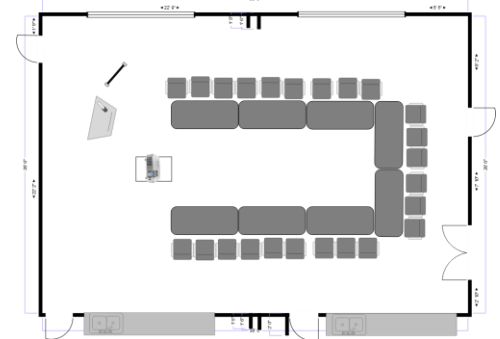
Presenter U-shaped

Style—max # chairs per table = 3

Rooms AB max # tables = 5

Room C or D max # tables =

5 Rooms CD max # tables = 8



Shown above: Rooms CD 8 tables 3 chairs/table + lectern +

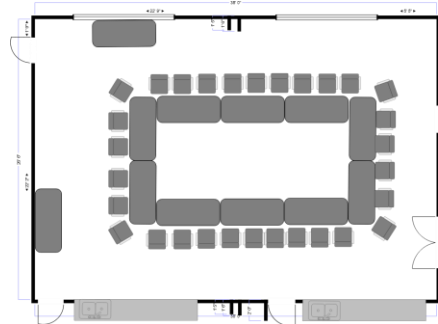
Round Table Style—

max # chairs per table = 3

Rooms AB max # tables = 6

Room C or D max # tables = 6

Rooms CD max # tables = 10



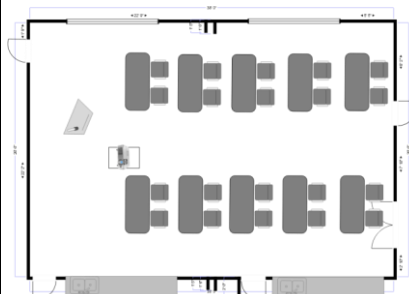
Shown above: Rooms CD 10 tables + 3 chairs/table + welcome table + gift table

Classroom Style— max # chairs per table = 3

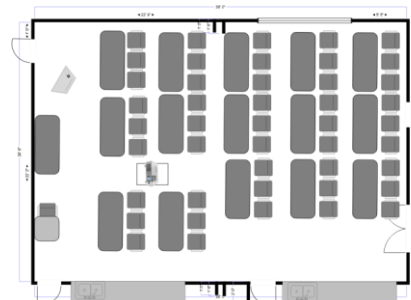
Rooms AB max # tables = 6

Room C or D max # tables = 6

Rooms CD max # tables = 15



Shown left: Rooms CD 10 tables + 2 chairs/table + lectern + LCD projector



Shown left: Sardine Style Classrooms CD 15 tables + 3 chairs/table + welcome card table + display table + lectern + LCD projector