

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

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

Fees

Phillips Recreation Center Multi-Purpose Rooms

Maximum Room Capacity	1 Affiliate & Government Groups	2 Private Individuals	3 Rentals Charging Fee
1 room 25 seated/50 standing	\$30/hour	\$60/hour	\$120/hour
2 rooms 55 seated/100 standing	\$40/hour	\$75/hour	\$150/hour
3 rooms 100 seated/170 standing	\$50/hour	\$90/hour	\$180/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.

Phillips Recreation Center



505 W. Stoughton Ave. | 217-367-1544 | info@urbanaparks.org 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 set up/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.

How many rooms requested (excluding kitchen): 1 2 3 Kitchen Requested? Yes No

Purpose of Event _____

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

Caterer _____ Other Information _____

Phillips Recreation Center Regulations Initial: _____

- Helium balloons are not permitted in the Phillips Recreation Center in any capacity. Balloon arches and other balloon decorations must be filled with air.
- Refrigerators, freezers, microwaves, ovens, and ice machines are unavailable unless the kitchen is included in the rental.

Phillips Recreation Center Facility Capacity & Fees			Equipment Use Request	
1 Room	25 seated/50 standing	\$60/hour	_____	Projector & Projector Screen (\$50 Deposit)
2 Rooms	55 seated/100 standing	\$75/hour	_____	Easel
3 Rooms	100 seated/170 standing	\$90/hour		
Kitchen	12 seated/20 standing	Varies on Use		
Dance/Fitness studio is not available to rent				

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: _____

*****OFFICE USE ONLY*****

Deposit

Amount Received with Request \$ _____ Check _____ Cash Card xxxx _____
Taken By _____ Date _____ Time _____

Total Charges

Deposit	\$ _____
Equipment Deposit	\$ _____
Rental Fee \$ _____ x _____ hrs	\$ _____
Total	\$ _____
Balance	\$ _____
Due On	_____

Balance Paid

Amount \$ _____ Check _____ Cash Card xxxx _____
Taken By _____ Date _____ Time _____

Approval & Deposit Refund

Approved by _____ Date _____
Entered by _____ Date _____
Permit # _____ MCID _____

Deposit: Refunded Claimed Partial
Via: Check CC
Refunded by _____ Date _____

Notes:

Phillips Recreation Center Kitchen



505 W. Stoughton Ave. | 217-367-1544 | info@urbanaparks.org

Rental Request Form

The Phillips Recreation Center has a full-size demonstration kitchen. The kitchen features:

- Double Ovens
- Island with 5-Burner
- Electric Stovetop
- 2 Refrigerators
- Dishwasher
- Small Ice Machine
- Microwave
- 5 Counter-Height Chairs
- 6 Adjustable Tables
- 12 Chairs
- Certain kitchen utensils, cookware, bakeware, dishware, and cutlery

The kitchen can be added to a multi-purpose room rental or be rented alone. Renters will be given a brief orientation at the start of their kitchen use and a building attendant will walk through the kitchen's condition before and after the rental. With the kitchen returned to its condition upon arrival, both our attendant and the renter will sign off on the checklist and the refund will be processed.

Deposit due at time of submission:	Advanced notice required:	Maximum Capacity	Alcohol allowed with permit:
\$100	2 Weeks	12 seated/ 20 standing	No

Fees

Phillips Recreation Center's James Room Kitchen

Maximum Room Capacity 12 seated/20 standing	1 Affiliate & Government Groups	2 Private Individuals	3 Private Rental Charging Fee
Adding Kitchen to Multi-purpose	\$10/hour	\$15/hour	\$30/hour
Kitchen Only	\$30/hour	\$60/hour	\$120/hour

James Room Kitchen:

Initial: _____

- ◇ Anyone using the kitchen understands the potential dangers associated with using kitchen appliances and utensils and does so at their own risk.
- ◇ Personal food or items may not be stored in the kitchen cabinets after your rental.
- ◇ Please remove all food from the refrigerator after your rental. We cannot be responsible for items left behind after a rental. The refrigerator will be emptied periodically.
- ◇ Please clean the kitchen equipment, appliances, and supplies after kitchen use (Microwave, utensils, dishes, glassware, pots, and pans).
- ◇ Removal of any district appliances, utensils, dishes, glassware, pots, and pans from the kitchen is prohibited.

Phillips Recreation Center Multi-Purpose Room Setup Form

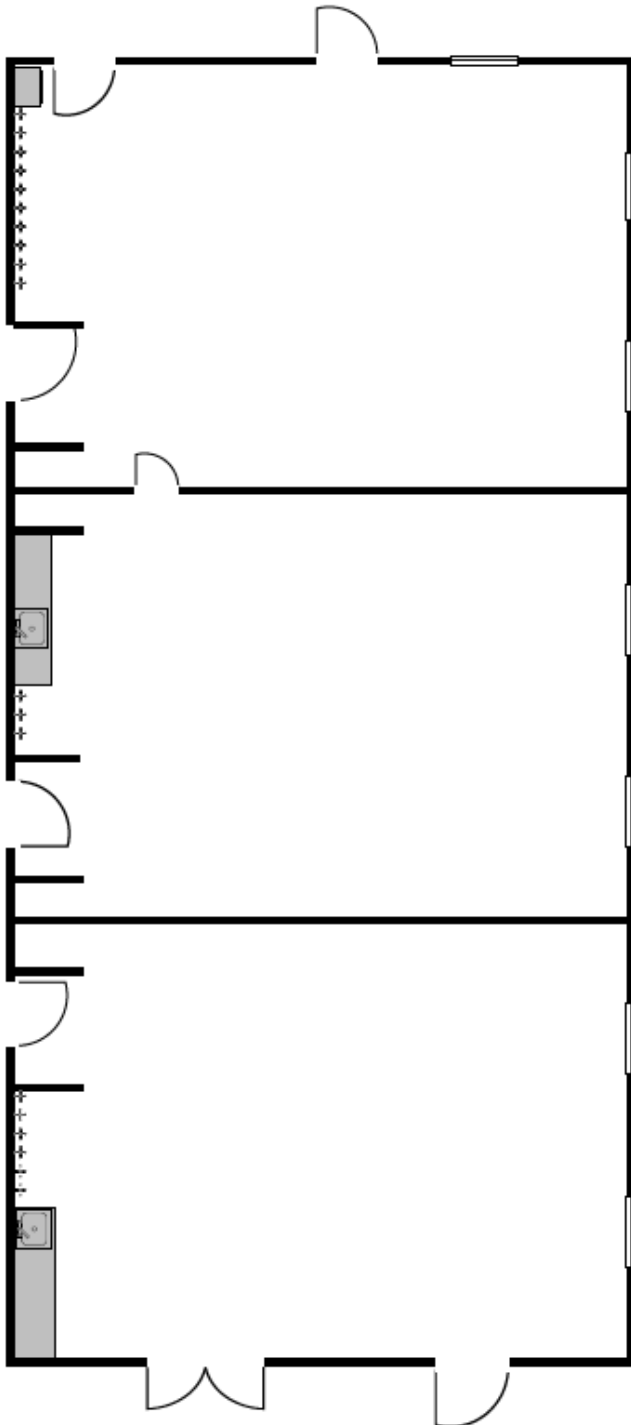
Name _____ Date of Rental _____ Time of Rental _____ # of People _____

Please describe the style you would like the room set (Theatre, Banquet Style, Horseshoe, etc.), or indicate your desired set-up. 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. Each multi-purpose room is 23x29 feet.

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


15 six-foot rectangular tables **4 four-foot tables** **13 six-foot round tables**


120 chairs (more chairs may be available for an additional charge, see the Facility Manager)



Please draw your tables and chairs using the scale below, or they may not fit in the room.

X Chairs

 6' Rectangle Tables

 4' Square Tables

 6' Round Tables