

Anita Purves Nature Center



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

Rental Request Form

How to Rent from the Urbana Park District

Rental request packets are available at all Urbana Park District facilities. Packets are also available via e-mail, fax machine, or on our website.

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

Completed requests and their corresponding deposits should be dropped off at the following locations:

Rental locations and address to submit paperwork & deposit:	Deposit due at time of submission:	Advanced notice required:*	Maximum Capacity (may vary depending on room setup)	Alcohol allowed with permit:
Anita Purves Nature Center 1505 N. Broadway Ave 217-384-4062	\$100	2 Weeks	80	No
Brookens Gym 1776 E. Washington Ave 217-255-8601	\$100	2 Weeks	500	No
Crystal Lake Park Family Aquatic Center 1401 N. Broadway Ave 217-239-7946	\$100	2 Weeks	1000	No
Lake House 505 W. Stoughton 217-367-1544	\$100	2 Weeks	Inside Only: 50 Including Patio: 80	Yes
Outdoor Fields 1776 E. Washington Ave 217-255-8601	\$100	2 Weeks	NA	No
Parks 1011 E. Kerr Ave 217-344-9583	\$200	4 Weeks	NA	Yes
Pavilions 505 W. Stoughton 217-367-1544	Balance due at time of submission	1 Week	NA	Yes
Phillips Recreation Center 505 W. Stoughton 217-367-1544	\$100	2 Weeks	100	No
Urbana Indoor Aquatic Center 102 E. Michigan Ave 217-384-7665	\$100	2 Weeks	350	No

***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 3 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 cancelled and \$50 will be deducted from the deposit.

Rentals are a two hour minimum & should include set up and clean up time. On your rental form, you must list all time required (i.e. caterer arrival time, entertainment arrival time, table decorations and clean up time).

Rental change requests (date, time, etc.) made less than one week before the rental must be approved by the Program Manager.

Equipment and refreshments are 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</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

Maximun Room Capacity	1 Affiliate & Government Groups	2 Private Individuals	3 Private Rentals Charging Fee
Room AB 24 sitting	\$25/hour	\$60/hour	\$110/hour
Room C or D 30 sitting	\$25/hour	\$60/hour	\$110/hour
Room CD 50 sitting	\$25/hour	\$70/hour	\$130/hour
Fire Ring 20 sitting	\$25/hour	\$45/hour	\$85/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.

Payments:

Initial: _____

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

- ◇ 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.
- ◇ Use of alcoholic beverages is allowed at the Lake House, parks, James Room Kitchen, and pavilions with an alcohol permit. Permits must be applied for and approved and a certificate of insurance naming the Urbana Park District as additionally insured for \$1,000,000 is 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, mail, or email with confirmation of your rental date and location.

Anita Purves Nature Center Rental Request



1505 N. Broadway Ave. | 217-384-4062 Permit# _____ Rental Date _____

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

Organization _____

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

Email _____

Primary Phone _____ **Secondary Phone** _____

Best way to contact you (Select One) **Primary Phone** **Secondary Phone** **Email**

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

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

Total Number of Hours _____ **Purpose of Event** _____

Rental Rooms Requested: AB C D CD Fire Ring

Field Station / Observation Room / V **Store (available) using -vent**?** Yes No

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

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.

Anita Purves Nature Center Facility Capacity Options*	Equipment Use Request
Rooms AB: ~24 seated/~30 standing	_____TV/DVD.....\$10
Room C or D: ~30 seated/~45 standing <i>*Room setup option impacts capacity.</i>	_____LCD Projector & PC Laptop....\$20
Rooms CD: ~70 seated/~90 standing <i>See pages 7 & 8 for setup options</i>	_____Lectern.....No Charge
Fire Ring: 20 seated	_____Dry Erase Easel.....No Charge
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. Countertops in each classroom can be used for refreshments, gifts, etc. If beverages are requested they will be set up there unless noted otherwise.	_____Regular Coffee.....\$7/gallon (Approx. 20 cups)
	_____Decaf Coffee.....\$7/gallon (Approx. 20 cups)
	_____Hot Water & Tea Bags...\$7/gallon (Approx. 20 cups)
	_____Iced Tea.....\$7/gallon (max 2 at a time)
	_____Lemonade.....\$7/gallon (max 2 at a time)
	_____Ice Water.....No Charge (max 2 at a time)

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 - Total Charges

Damage Deposit.....\$100
 Rental Fee ____ x ____ hours.....\$ ____
 Refreshment Fee.....\$ ____
 Equipment Fee.....\$ ____
 Other.....\$ ____

Total.....\$ ____
 Total Received.....\$ ____
 Balance Due.....\$ ____

Balance Due On _____

Deposit Receipt Sent By _____

Date _____ Via: Mail Email

Confirmation & Invoice Sent By _____

Date _____ Via: Mail Email

Maximun Room Capacity for Anita Purves Nature Center <u>Only</u>	1 Affiliate & Government Groups	2 Private Individuals	3 Private Rentals Charging Fee
Room AB 24 sitting	\$25/hour	\$60/hour	\$110/hour
Room C or D 30 sitting	\$25/hour	\$60/hour	\$110/hour
Room CD 50 sitting	\$25/hour	\$70/hour	\$130/hour
Fire Ring 20 sitting	\$25/hour	\$45/hour	\$85/hour
Damage Deposit	\$100	\$100	\$100

OFFICE USE ONLY

Initial Contact _____ Date _____
 Deposit \$100 Taken by _____ Date _____
 Check # _____ Receipt # _____ CC: Amex V M D Cash
 Approved by _____ Date _____
 Active entry by _____ Date _____ PERMIT # _____
 Calendar entry by _____ Date _____
 Balance \$ _____ Taken by _____ Date _____
 Check # _____ Receipt # _____ CC: Amex V M D Cash
 Deposit: Refunded/Claimed _____ Refunded by _____
 Date Refunded _____ Via: Check/CC Notified: Mail/Email

Notes: _____

Name _____

Permit # _____

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

Please review the following room setup style options and **circle 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: _____

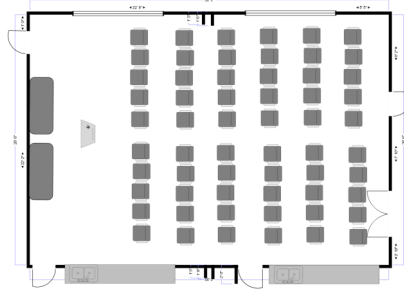
Other setup notes:

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



Chair

KEY

 Dry Erase Easel

 Card table



Lectern

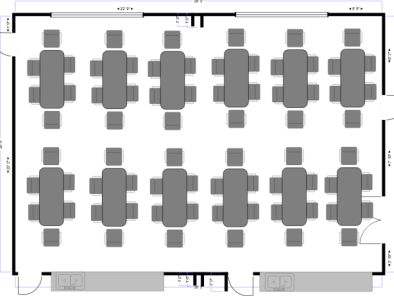


LCD Projector



Six-foot table

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

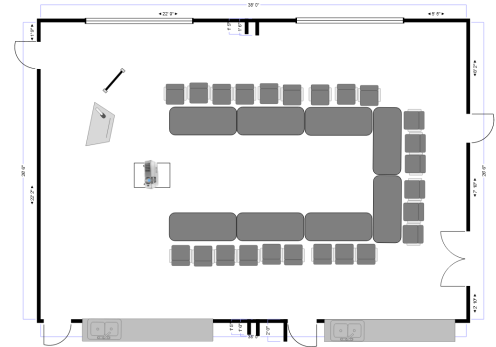
Presenter U-shaped

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 + LCD projector + dry erase easel

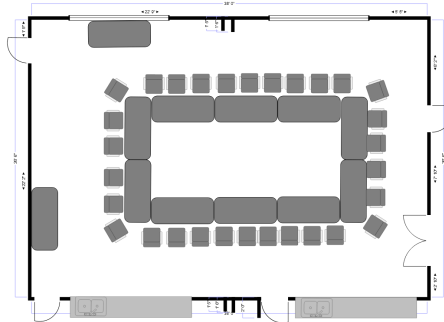
Round Table Style

max # chairs per table = 3

Rooms AB max # tables = 6

Room C or D max # tables = 6

Rooms CD max # tables = 10



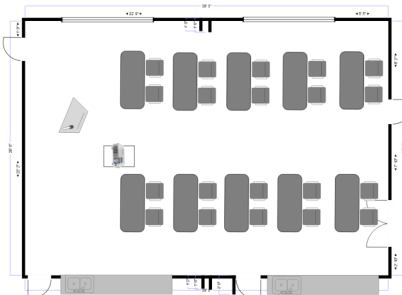
Shown above: Rooms CD 10 tables + 3 chairs/table + welcome table + gift table

Classroom Style

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