

# Phillips Recreation Center



505 W. Stoughton St. | 217-367-1544 | Fax: 217-367-1592

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 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 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.

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:
<b>Anita Purves Nature Center</b> 1505 N. Broadway Ave 217-384-4062	\$100	2 Weeks	80	No
<b>Brookens Gym</b> 1776 E. Washington Ave 217-255-8601	\$100	2 Weeks	500	No
<b>Crystal Lake Park Family Aquatic Center</b> 1401 N. Broadway Ave 217-239-7946	\$100	2 Weeks	1000	No
<b>Lake House</b> 505 W. Stoughton 217-367-1544	\$100	2 Weeks	Inside Only: 50 Including Patio: 80	Yes
<b>Outdoor Fields</b> 1776 E. Washington Ave 217-255-8601	\$100	2 Weeks	NA	No
<b>Parks</b> 1011 E. Kerr Ave 217-344-9583	\$200	4 Weeks	NA	Yes
<b>Pavilions</b> 505 W. Stoughton 217-367-1544	Balance due at time of submission	1 Week	NA	Yes
<b>Phillips Recreation Center</b> 505 W. Stoughton 217-367-1544	\$100	2 Weeks	100	No
<b>Urbana Indoor Aquatic Center</b> 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 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 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.) 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**

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**

<b>Maximun Room Capacity</b>	<b>1 Affiliate &amp; Government Groups</b>	<b>2 Private Individuals</b>	<b>3 Rentals Charging Fee</b>
<b>1 room</b> 25 seated/50 standing	<b>\$30/hour</b>	<b>\$60/hour</b>	<b>\$120/hour</b>
<b>2 rooms</b> 55 seated/100 standing	<b>\$40/hour</b>	<b>\$75/hour</b>	<b>\$150/hour</b>
<b>3 rooms</b> 100 seated/170 standing	<b>\$50/hour</b>	<b>\$90/hour</b>	<b>\$180/hour</b>
<b>Damage Deposit</b>	<b>\$100</b>	<b>\$100</b>	<b>\$100</b>

# 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 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.

- ◇ 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:

<b>Date of Cancellation:</b>	<b>Renter Receives:</b>
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, 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 or email with confirmation of your rental date and location.

# Phillips Recreation Center Kitchen



505 W. Stoughton St. | 217-367-1544 | Fax: 217-367-1592

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

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



505 W. Stoughton St. | 217-367-1544 | Fax: 217-367-1592 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 \_\_\_\_\_    Actual Event Time \_\_\_\_\_ to \_\_\_\_\_

*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.*

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

Purpose of Event \_\_\_\_\_

Will a Fee be Charged?     Yes     No    Open to the Public?     Yes     No

Caterer \_\_\_\_\_ Other Information \_\_\_\_\_

Phillips Recreation Center Facility Options			Equipment Use Request	
<b>1 Room</b>	25 seated/50 standing	\$60/hour	_____ TV/DVD.....	\$10
<b>2 Rooms</b>	55 seated/100 standing	\$75/hour	_____ LCD Projector.....	\$20
<b>3 Rooms</b>	100 seated/170 standing	\$90/hour	_____ Projector Screen.....	No Charge
<b>Kitchen</b>	12 seated/20 standing	Varies on Use	_____ Coffee Urns (urns only).....	\$5
<b>Dance/Fitness studio is not available to rent</b>			_____ 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.	_____ Coffee.....	\$7/gallon
	_____ Hot Water & Tea Bags.....	\$7/gallon
	_____ Iced Tea.....	\$4/gallon
	_____ Lemonade.....	\$4/gallon

**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: \_\_\_\_\_





# 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.

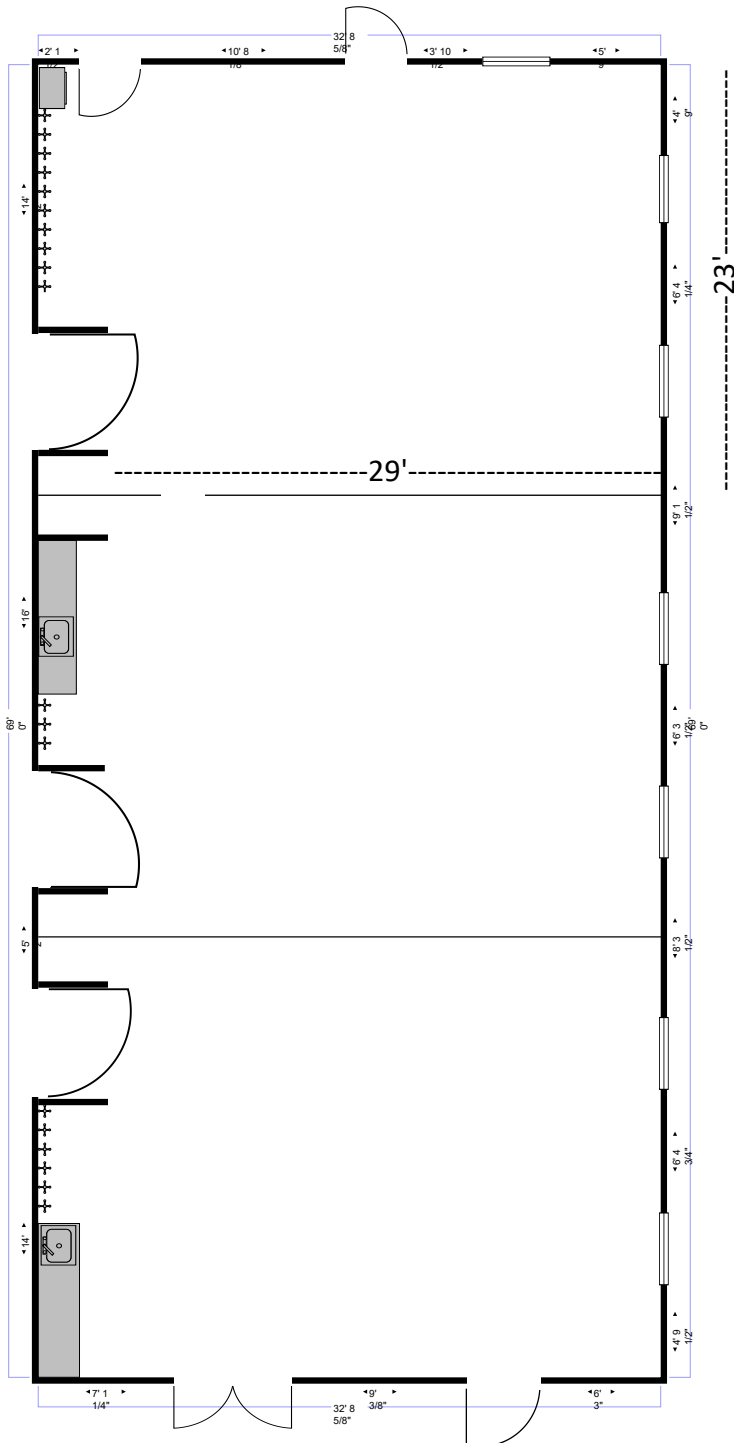
The following amount of equipment may be available, depending on other activities occurring in the building during the same time.

**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 this scale, or they may not fit into the room.**

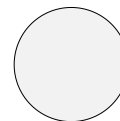
X Chairs



6' Rectangle Tables



4' Square Tables



6' Round Tables

# Phillips Recreation Center Kitchen Setup Form

Name \_\_\_\_\_ Date of Rental \_\_\_\_\_ Time of Rental \_\_\_\_\_ # of People \_\_\_\_\_

Below is a list of tables and chairs available for the James Room Kitchen. Please indicate what you will need by placing the appropriate number next to the desired equipment. If you have a specific desired room set-up, please indicate so by drawing the arrangement on the diagram below. If you would like to talk to the Facility Manager, please call 217-367-1544 ext. 272 to set up an appointment.

**Equipment available:**

**6 five-foot tables**

**16 chairs**

**5 counter-height chairs**

(Tables are height-adjustable. If you want them at a different height, let our staff know.)

