



Alcott Center Rental Information

The basic room rental includes use of the room(s) agreed upon with your choice of room setup. Setup options can be found on page 4 and include tables and chairs only. You can request use of a TV/DVD or projector screen at no additional charge if you need either of these items for your rental. The Park District does not rent or provide computers, projectors or sound system. Your rental will also include 30 minutes of setup time and 30 minutes clean up time.

Rental Fee for Large Meeting Room, Multi-Purpose Room, Small Meeting Rooms and Damage Deposit (required)

Alcott Center rentals must conclude by the following times:

Monday – Friday by 9pm
Saturday & Sunday by 5pm

The complete rental request and rental agreement does not automatically constitute approval for usage once submitted. Please allow 5 to 7 business days for review. Upon approval of your rental request, we will email you a receipt of payment and a copy of the rental agreement. Please allow 5 to 7 business days for processing.

Pricing Classification

Users of the Buffalo Grove Park District may fall into different classifications in order to determine pricing. Please contact the specific facility manager to determine where you or your organization would be classified. Proof of residency and tax exempt status may be necessary.

1. Park District Programs and Events, Affiliate programs and IGAs
Users shall pay only direct costs associated with the rental, to include but not limited to custodial costs during nonoperational hours, technician fees, equipment fees.
2. Community Service Organizations
If the organization is within the Buffalo Grove Park District residency limits they will pay 50% of the resident room fees. Organizations outside of Buffalo Grove shall pay 50% of the nonresident room fees. The organization will be responsible for all direct costs associated with the rental to include, but not limited to, custodial costs, technician and equipment fees. These groups must be social, fraternal, cultural, and whose functions are used for the betterment of the community (i.e. Scouts, Rotary, Lions). Any organization that is charging participants a fee for attendance, tickets or other program related costs will not be considered a Community Service Organization.
3. All other rentals shall pay the appropriate resident or nonresident fees as listed.

To reserve any room at the Alcott Center, the rental fee is due at the time of the rental request. In addition, a damage deposit of \$100 is required and will only be returned if no damages or losses are incurred during the rental period. The renter is responsible for all damages that may exceed the damage deposit.

Please complete the rental request and sign the rental agreement. Return the forms to the Alcott Center located at 530 Bernard Drive, Buffalo Grove. Or, fax the form to 847.459.5741.



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Alcott Center Rental Information

Name (Individual/Contact Person) _____ Home Phone _____

Organization _____ Work Phone _____

Address _____ Cell Phone _____

City _____ Zip Code _____ E-mail (required) _____

Purpose of Rental _____

Estimated Number of People Attending _____ Date Submitted _____

Room(s) Requested

Small Meeting Room: Room 6 Room 7 Room 8 Room 9

Large Meeting Room: Room 10 & 11

Multi-Purpose Room: Room 1

Date(s) Requested (for additional dates, please attach a separate sheet).

1. _____ 2. _____ 3. _____

4. _____ 5. _____ 6. _____

Time

Start time _____ am pm End time _____ am pm Total meeting time _____
(includes access 30 minutes prior to start) (includes 30 minutes clean up)

Hourly Room Rates

Monday – Thursday	Small Meeting Room	Large Meeting Room	Multi-Purpose Room
Resident	\$40	\$50	\$50
Nonresident	\$50	\$65	\$65

Friday - Sunday & Holidays	Small Meeting Room	Large Meeting Room	Multi-Purpose Room
Resident	\$50	\$70	\$70
Nonresident	\$65	\$90	\$90

Occupancy Limits

Small Meeting Room	45 (approx. 28' x 28')
Multi-Purpose Room	85 (approx. 40' x 55')
Large Meeting Room	100 (approx. 36' x 66')

Please note: Actual occupancy may be different depending on the number of tables and chairs that are required for your event.



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Specialty Equipment Needed

TV/DVD _____

Projector Screen _____

Lecture Style

of Adult (8') Tables _____

of Adult Chairs _____

of Preschool Tables _____

of Preschool Chairs _____

Chairs will be set up in the room (movie theatre style).
Presenters will have a head table. There are no tables for the audience.

Banquet Style

of Adult (8') Tables _____

of Adult (5' Round) Tables _____

of Adult (6' Round) Tables _____

of Adult Chairs _____

of Preschool Tables _____

of Preschool Chairs _____

Each table will have 8 chairs.
Choice of 8' long tables, or 5' or 6' round tables available.
We have six 5' round tables and two 6' round tables.

Classroom Style

of Adult (8') Tables _____

of Adult Chairs _____

of Preschool Tables _____

of Preschool Chairs _____

One table at the head of the room.
Tables for participants with chairs facing the front of the room.

Committee Style

of Adult (8') Tables _____

of Adult Chairs _____

Tables positioned in a square with chairs facing the center.

Conference Style

of Adult (8') Tables _____

of Adult Chairs _____

Tables placed end-to-end with chairs facing the front of the room. Round tables are available upon request.

Cards

of Card (3x3) Tables _____

of Adult Chairs _____

Card tables with 4 chairs per table.

Cleared Room

No tables or chairs.

Specialty

Please attach a drawing of your preferred room setup.



Alcott Center

Rental Information

For the convenience and comfort of all our patrons, we ask that all renters observe the following rules and regulations when using our facility. As per Park District ordinances, the following regulations have been established and must be followed. No permits shall be issued to persons under the age of 21 years old. Any violation or failure to adhere to these and all other rules and regulations will result in the loss of your damage deposit.

Certificate of Insurance

Some events may require a Certificate of Insurance when a group or organization uses the Buffalo Grove Park District facilities for their event. These include, but are not limited to, large parties or meetings, group dinners, business or organizational meetings, and some recreational activities. Requirements vary for each rental and details will be forwarded as required. The Buffalo Grove Park District is required to obtain a copy of your Certificate of Insurance (COI) by our Risk Group carrier, Park District Risk Management Agency (PDRMA) for all outside organizations. The minimum required coverage is \$1,000,000 per occurrence for general liability. The Buffalo Park District must also be named as "Additionally Insured", and accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent.

Change in Contract Fee/Cancellations

Rescheduling dates are subject to availability and may be subject to the \$5 administrative fee. A full refund minus the \$5 administrative fee will be given if cancelled at least 15 days prior to the rental date. A 50% room refund and 100% of the damage deposit will be given if cancelled 1-14 days prior to the rental. No room refund will be given if cancelled on or after the rental date, however 100% of the damage deposit will be refunded.

Damage Deposit

The damage deposit will be returned approximately 2 weeks after the rental if the room has been left in the same condition as you found it. Renters are responsible for all damages and repair regardless of the cost. The initial damage deposit does not represent the total amount that may be required to repair damaged equipment or property. All rental groups are required to clean and should plan to do the following prior to the end of the agreed upon rental time:

- Wipe off tables.
- Place all trash in trash containers. If larger containers are required, the building supervisor will provide them.
- Separate recyclable materials from food items.
- Wipe any spills right away, especially on carpeted areas.

Emergencies

In case of emergencies, first aid kits are in all rooms. An AED (Automated External Defibrillator) is located in the atrium. Lock down and severe weather directions are posted in each room.

Environmental Concerns

We ask that each individual, organization or club make every effort to use recyclable materials when decorating or furnishing their event. We will recycle all non-food items. We strongly discourage the use of styrofoam and other such materials.

Kitchen Facilities

There are no kitchen facilities available. If space allows, the building supervisor will place food items in a refrigerator until needed.

Room Set-ups

Your room will be set up with the number of chairs and tables as per your request. Rooms will be set up according to the diagram and information on the rental form.

Signs

Hallway signs may not exceed 8½" X 11" and may be hung in hallways using painters tape to avoid damage to the walls. Do not hang signs from the ceilings or doors. Signs must be removed at the conclusion of your event. The posting of advertisements of any products or services for sale is not permitted.



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Alcott Center Rental Information

Smoking & Alcohol

Smoking is prohibited anywhere on Buffalo Grove Park District property. Alcohol is not permitted at the Alcott Center.

Supervision and Noise

Parents are responsible for children at all times during your rental. Excessive noise or horseplay will disturb other classes or activities. Please inform your guests that inappropriate behavior will not be tolerated. Entertainment and meetings must not disturb other activities in the building. Groups that are excessively noisy may be prohibited from future use of the facility. Craft projects must be approved in advance. The use of inflatable play equipment is restricted to the Community Room only and/or outside at designated areas and a special insurance waiver will be required. Park District facilities may not be used for profit making ventures, such as private seminars where a fee is charged, without the express written consent of the Park District.

Time

You should schedule extra time, depending on your personal needs, for set-up and clean-up. Park District staff will strictly enforce beginning and ending times of contracts. You will be charged for any time that exceeds the ending time of your contract.

Waiver for Facility Rentals

I/We, the undersigned, hereby certify that I am/we are the sponsor(s) or appointed representatives of the organization requesting use of the facility. I/we will be responsible for the conduct and personal injury of all persons in attendance at the facility stated above. I/We hereby assume liability for any injuries, damages, or loss to the facility, equipment, and/or Buffalo Grove Park District personnel or representatives during this time and place. It is fully understood and agreed to by all parties that the sponsoring organization guarantees to indemnify and hold harmless the Buffalo Grove Park District, its public officials, employees, volunteers and agents against any and all suits of any manner which might arise as a result of the covered activities and that the sponsoring organization agrees to defend said Park District, its public officials, employees, volunteers and agents and indemnify same against any and all expenses incurred in the defense of any suit of any type arising out of the covered activity or any damages, judgments or decree which might be awarded against said District in the event that the suit should be brought as the result of the covered activity(ies), including transportation services as identified above. I have read the general rules and regulations and I understand that failure to comply with any or all rules will result in revocation of use request and damage deposit, and may also result in refusal of future use. Photo Disclaimer: Registrants and participants of program(s) and special events permits the Park District to take photos and videos of themselves and their child/ward for publication in the program brochure, website and additional uses as the Park District deems necessary unless the registrant or participant expressly files with the Park District a written objection as to photos or videos of themselves and/or their child/ward.

I have read and agree to all the above conditions for a Buffalo Grove Park District room rental.

Signature of Rental Contact _____ Date _____

Signature of Recreation Manager _____ Date _____

Payment in full, plus the damage deposit. Due to internet security precautions, this payment from is only accepted via fax, mail, or in-person. Credit card information is not accepted via email.

Cash _____ Check# _____ Visa/MC/Disc/AMEX _____ Exp _____

Rental Amount \$ _____ + Damage Deposit \$100.00 _____ = Rental Total \$ _____

Signature _____ Date _____

Office Use Only

Rental# _____ Receipt# _____ Room Assigned _____ Approved by _____ Date _____