



BUFFALO  
GROVE  
PARK  
DISTRICT

# Community Arts Center Rental Information

The basic room rental includes use of the room with a basic set up. The basic theater rental fee includes the use of the lobby, auditorium, stage, dressing/green room, house lights and a building attendant. Certain other types of space/equipment will be provided if available and assessed according to the rate schedule. Rental rates for the facility are offered on an "as is, where is" basis. All changes, modification and movement of materials need prior approval and will be done at the renter's expense. The Park District reserves the right to charge for overtime and/or use of areas or equipment not represented in the application for use. Adjustments to the contracted fee will be made within ten days of the rental and billed accordingly.

## **Rental Fee for Theater, Room Deposit and Damage Deposit (required)**

To reserve the Community Arts Center theater, renters must either pay the rental fee in full, or submit a non-refundable room deposit of \$350 per day. If not paying in full, the rental fee (minus the \$350 per day room deposit) will be broken into 2 additional payments due 60 and 30 days prior to the scheduled event.

If the event is less than 60 days out, half of the rental fee is required at the time of the rental request, and the balance will be due 30 days prior to the scheduled event.

If the event is less than 30 days out, the full rental fee is due at the time of the rental request.

Equipment and personnel charges will be billed separately and must be paid in full 30 days prior to the event.

All fees are non-refundable.

In addition, a damage deposit of \$300 is required and will 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.

## **Rental Fee for Multi-purpose Room and Other Rooms and Damage Deposit (required)**

To reserve the multi-purpose room or any other room at the Community Arts 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, and return both forms to the Community Arts Center located at 225 McHenry Road in Buffalo Grove. Please keep a copy for your records.

### **Theater**

Full payment, plus a \$300 damage deposit, or  
\$350 room deposit per day, plus a \$300 damage deposit

### **All other rooms**

Full payment, plus \$100 damage deposit

The completed 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.



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# Community Arts Center Room Rental Fees

## Hourly Room Rates (Theater and MPR require a minimum of 2 hours)

Monday - Thursday	Room 6 and 8	Room 18	MPR	Theater
Resident	\$40	\$60	\$80	\$100
Nonresident	\$50	\$75	\$100	\$125
Friday - Sunday & Holidays	Meeting Room	Room 18	MPR	Theater
Resident	\$50	\$75	\$100	\$125
Nonresident	\$63	\$94	\$125	\$156

## Personnel

Theater Technician (required to use sound/lights)	\$60 per hour/per employee
Building Attendant (required for all theater and MPR rentals)	\$20 per hour

## Equipment

Lighting Board and Theatrical Lights (technician not included)	\$75 per day
Sound Board and Sound System (technician not included)	\$50 per day
Piano and Piano Bench	\$100 per rental
Choral Risers	\$75 per rental
Projector Screen	\$25 per day
Handheld Wireless Microphone (2 available)	\$20 per mic
Headset Radios	\$50 per rental

## Occupancy Limits

Meeting Room 8	30 (approx. 25' x 22')
Meeting Room 6	40 (approx. 44' x 19')
Meeting Room 18	60 (approx. 40' x 40')
Multi-purpose Room	200 (approx. 61' x 80')
Theater	378

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

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 intergovernmental agreements  
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 above.



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# Community Arts Center Rental Request

Name (Individual/Contact Person) \_\_\_\_\_ Date Submitted \_\_\_\_\_

Name of Organization \_\_\_\_\_ Estimated Number of People Attending \_\_\_\_\_

Purpose of Rental (include title of show, if applicable) \_\_\_\_\_

Address (Street/Town/Zip) \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email Address (required) \_\_\_\_\_

**Room(s) Requested**     Room 6    Room 8    Room 18    Multi-purpose Room    Theater

**Dates Requested** Please list each date separately.

Room	Date	Times	Total Hours	X	Room Cost	=	Total Cost

For additional dates/needs please attach a separate sheet.

**Equipment/Staff Request**

Staff/Equipment	Date	Times	Total Hours	X	Equipment/Staff Cost	=	Total Cost

Room Rate \_\_\_\_\_  
 Personnel \_\_\_\_\_  
 Equipment \_\_\_\_\_  
 Damage Deposit \_\_\_\_\_  
 Total Fees \$ \_\_\_\_\_



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# Community Arts Center Room Rental Agreement

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.

## **Alcohol**

Alcohol is not permitted at private rentals.

## **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**

There is a \$75 fee if you have to change the date of your event after it has been approved and scheduled. Changes to the date of your event are subject to availability. There will be no refunds issued for cancellations.

## **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; however, the maximum number of chairs and tables should not exceed 1 table for every 10 guests. 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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# Community Arts Center Room Rental Agreement

### Smoking

Smoking is prohibited anywhere on Buffalo Grove Park District property.

### 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.

### Wavier 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 \_\_\_\_\_

### Please fill in one of the following choices:

Payment in full, plus the damage deposit (required for all room rentals except the theater). Due to internet security precautions, this payment form is only accepted via fax, mail or in-person. Credit card information is not accepted via email.

Cash \_\_\_\_\_ Check # \_\_\_\_\_ Visa/MC/Disc/Amex # \_\_\_\_\_ Exp \_\_\_\_\_

\$350 theater room deposit per day requested, plus \$300 damage deposit

Cash \_\_\_\_\_ Check # \_\_\_\_\_ Visa/MC/Disc/Amex # \_\_\_\_\_ Exp \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### For Office Use Only

Paid in full \_\_\_\_\_ Payment #1 \_\_\_\_\_ Payment #2 \_\_\_\_\_ Payment #3 \_\_\_\_\_