



BUFFALO  
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# 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 and house lights. 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. Any rental that runs over scheduled time will be charged at time and a half for both room rates and staff rates. If a group is receiving a discount the full room rate will be charged at time and a half, not the discounted rate.

## **Rental Fee for Theater and Multi-Purpose Room Deposit and Damage Deposit (required)**

To reserve the Community Arts Center theater or multi-purpose room, 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 for theater rentals 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 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 and Multi-Purpose**

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 Multi Purpose Room require a minimum of 2 hours)

Monday - Thursday	Room 6 or 7	Room 19 or 21	Room 20	Full Multi Purpose Room	Theater
Resident	\$40	\$75	\$85	\$100	\$125
Nonresident	\$50	\$94	\$117	\$125	\$156
Friday - Sunday	Room 6 or 7	Room 19 or 21	Room 20	Full Multi Purpose Room	Theater
Resident	\$50	\$94	\$109	\$125	\$156
Nonresident	\$63	\$117	\$136	\$156	\$195

**Please note:** Major holidays are billed at a rate of time and a half.

## Personnel

Theater Technician (required to use sound/lights)	\$65 per hour/per employee
Building Attendant (required for all theater and Multi Purpose Room rentals)	\$20 per hour

## Equipment - Theater

Lighting Board and Theatrical Lights (technician not included)	\$75 per day
Sound Board and Sound System (technician not included)	\$50 per day
Piano or Keyboard	\$100 per rental
Choral Risers or Portable Stage	\$75 per rental
Projector Screen (no projector)	\$50 per rental
Handheld Wireless Microphone	\$65 per mic
Headset Radios	\$50 per rental

Additional equipment may be available upon request.

## Equipment - Multi-Purpose Room

Projector and Screen	\$225 per rental
Portable Stage	\$75 per rental
Wired Microphone	\$15 per rental
Sound Hook Up	\$15 per rental
Pipe and Drape	\$25 per panel

## Occupancy Limits

Meeting Room 7	30
Meeting Room 6	50
Meeting Room 19 or 21	80 - 100
Meeting Room 20	120
Full Multi Purpose Room	210 - 220
Theater	362

**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.

- For 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.
- For 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 fun tions are used for the betterment of the community (i.e. Scouts, Rotary, Lions).
- 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 7  Room 19  Room 20  Room 21  Full MPR (20 & 21)  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 permitted as long as it is provided and served by an outside caterer that carries a license to transport and serve alcohol.

## **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.

## **Parking**

Please note that there are specific spaces allocated for use of Community Arts Center activities and events. There is no parking in the lot in front of Core Power Yoga or Dunkin Donuts. Please inform all guests that will be attending event. Guests may park on the north side, the grass lot, the back of the building, the south side and in the front of the building on the opposite side of Dunkin Donuts and Core Power Yoga. Please make sure your guests understand that parking in non-designated spaces, Dunkin Donuts and Core Power Yoga, is not allowed and may result in being towed.

## **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 8 guests. Rooms will be set up according to the diagram and information on the rental form. Any changes to your agreed upon set up that are made less than 48 hours prior to your event will result in a \$100 fee. All set ups must be confirmed 48 hours prior to an event or there will be a \$100 charge. Decorations may be hung with painters tape only. Helium balloons need to be securely attached to a weight.

## **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 setup 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. Any rental that runs over scheduled time will be charged at time and a half for both room rates and staff rates. If a group is receiving a discount, the full room rate will be charged at time and a half, not the discounted rate.

### 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 \_\_\_\_\_

### 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 \_\_\_\_\_ CVV \_\_\_\_\_

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

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

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

### For Office Use Only

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



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## Facility & Park Rental Guidelines COVID-19 Addendum

Due to the public health concern surrounding COVID-19, the Buffalo Grove Park District has created the following addendum for facility and park rentals. Renters and their guests must adhere to the following guidelines in addition to the policies and procedures laid out in the pertinent rental packet.

### COVID-19 Guidelines for Buffalo Grove Park District Rentals

- Face coverings will be required in all public areas of an indoor facility where an executive order, county order, or local ordinance exists. The order will specify whether vaccination status is relevant or not. Public areas include, but are not limited to, all hallways, bathrooms, lobbies, public meeting/classroom spaces, etc.
- When a governmental order does not apply, all guests who are not fully vaccinated must still wear a face mask to enter a Park District facility. By entering a facility without a face covering, guests are verifying truthfully that they have been fully vaccinated.
- All guests who are not fully vaccinated must adhere to social distancing guidelines of 6-ft.
- All guests (including instructors, entertainers, contractors, etc.), regardless of vaccination status, must be able to answer "NO" to all items on the District's Wellness Screening Questionnaire before entering the facility. This questionnaire can also be found at the end of this document.
- Anyone who is exhibiting symptoms of COVID-19 will be prohibited or asked to leave the facility.
- The District recommends renters bring their own disinfectant wipes to disinfect equipment and tables.
- All guests are encouraged to bring their own hand sanitizer.

### Wellness Screening Questionnaire

All renters and guests are required to review the questions in the Wellness Screening Questionnaire prior to the rental. By entering a Park District facility, park or program, the renter(s) and guest(s) acknowledge that this questionnaire has been completed properly, that each person has said "no" to each item, and is symptom-free.



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# Facility & Park Rental Guidelines COVID-19 Addendum Agreement

## Wellness Screening Questionnaire

Yes No

- Have you felt feverish?
- Do you have a cough?
- Do you have a sore throat?
- Have you been experiencing difficulty breathing or a shortness of breath?
- Do you have muscle aches?
- Do you have congestion or a runny nose (e.g., not related to allergies)?
- Have you been experiencing fatigue?
- Have you had a new or unusual headache (e.g., not related to caffeine, diet, or hunger, not related to a history of migraines, clusters, or tension, not typical to the individual)?
- Have you noticed a new loss of taste or loss of smell?
- Have you been experiencing chills or rigors<sup>1</sup>?
- Do you have any gastrointestinal concerns (e.g., abdominal, pain, vomiting, diarrhea)?
- Is anyone in your household displaying any symptoms of COVID-19?
- To the best of your knowledge, have you or anyone in your household come into close contact<sup>2</sup> with anyone who has tested positive for COVID-19?

<sup>1</sup> Rigors: a sudden feeling of cold with shivering accompanied by a rise in temperature

<sup>2</sup> Close contacts include household contacts, intimate contacts, or contacts within 6-ft. for 15 minutes or longer unless wearing N95 mask during period of contact.

## COVID-19 Addendum Acknowledgement

I have read and agree to all the above conditions for a Buffalo Grove Park District facility and/or park rental. I understand as the renter that it is my responsibility to ensure all guests of my rental will adhere to these conditions.

**Signature of Rental Contact** \_\_\_\_\_ Date \_\_\_\_\_

**Signature of Recreation Supervisor/Manager** \_\_\_\_\_ Date \_\_\_\_\_