



Alcott Room Rental

Buffalo Grove Park District
530 Bernard Drive
bgparkdistrict.org 847-850-2100

The Alcott Center provides individuals, organizations and groups a place to conduct a wide variety of meetings and activities. Please make sure that you read and follow all directions in this packet and fill it out completely so your request can be processed quickly. Thank you for choosing the Buffalo Grove Park District and the Alcott Center for all your recreational needs.

1. Complete and sign the rental form being sure to indicate the exact day and date for the week of your requested rental.
2. You must attach your form of payment at this time. We accept cash, check or credit card (Visa / MC / Discover). *Your rental payment and security deposit must be submitted separately. Ask for details.*
3. Be sure to sign and date your contract and return ALL COPIES (6 pages) to the park district office at 530 Bernard Drive.
4. Upon completion of your rental request, we will mail you a receipt for your payment and a copy of the contract as confirmation.
5. The Alcott Center is available for rentals during the following times:
 - Monday through Thursday – 9am to 9:30pm
 - Friday - 9am to 6pm
 - Saturday – 9am to 2pm
 - Sunday- 10am to 3pm
6. Administrative Fee (Changes or cancellations in original contract)
Once your date has been confirmed, any and all changes will be charged a \$25 additional fee. Cancellation fees will equal the agreed upon rental fee.

Filling out this form DOES NOT automatically constitute approval for usage. Please allow 3 – 5 working days for approval. Because park district programming receives priority with scheduling, your request may be refused at this time. Park district staff will assist you in determining when your request can be accepted for consideration.

You will be allowed access to your room at the time you have requested on the rental from. Be sure to include time for set-up and takedown, as your fees will reflect this time.



Room Rental Fees For Alcott Center

Classifications

Class A: Special Exemption Organizations

These organizations must be located or have residency in Buffalo Grove. These groups must be social, fraternal, cultural, or service character or whose sole functions are used for the betterment of the entire community. (Scouts, Lions, Rotary, Government, etc). You will be asked to provide proof of residency.

Class B: All Resident Individuals and Organizations

Must be a resident of Buffalo Grove Park District (BGPL) or community-based organization who have a charter address within the BGPL that wish to conduct a meeting for business purposes. You will be asked to provide proof of residency.

Class C: All Non-Resident Individuals or Organizations

This would include individuals and businesses that hold meetings for a distinct organization or group.

Room Rates

Resident Rental Fees: Per hour

| | <u>Mon – Thr</u> | <u>Fri/Sat/Sun</u> |
|----------|---|--------------------|
| | Classroom / MPR | Classroom / MPR |
| Class A: | No charge if booked during regular business hours | |
| Class B: | \$30 / \$45 | \$45 / \$67 |

Non-Resident Rental Fees: Per hour

| | <u>Mon – Thr</u> | <u>Fri/Sat/Sun</u> |
|----------|------------------|--------------------|
| | Classroom / MPR | Classroom / MPR |
| Class C: | \$40 / \$60 | \$60 / \$90 |

All fees must be paid in full at time for booking.

Occupancy Limits: Classroom: 50 Multipurpose Room: 100

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

Security / Damage Deposit (required)

All renters at the Alcott Center must submit a security/damage deposit of \$100, which will be return if no damages or losses are incurred during the rental period. The renter is responsible for all damages that may exceed the security / damage deposit. This must be submitted separately from your rental payment.

Changes Or Cancellations

A service charge equal to the agreed rental charge will be assessed for all cancelled agreements. A \$25 charge will be assessed for any changes in dates after the initial request has been confirmed.



Alcott Center Request for Building Usage

Name of Individual (contact person) _____ Date : _____

Name of Organization _____

Purpose of rental: _____ Estimated Number of people attending: _____

Requesting: (Check one) () Classroom () Multipurpose room

Address (Street/Town/Zip): _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

E: Mail Address (required): _____

List each date requested separately:

| Day | Date | |
|---------|-------|--|
| 1 _____ | _____ | Some dates may not be available due to park district programming/special events. |
| 2 _____ | _____ | |
| 3 _____ | _____ | |

For additional dates please use back of this page or attached separate sheet.

Time: Set-up begins: _____ am / pm (if necessary, if more than 15 minutes to start time)
 Start Time: _____ am / pm (room will be available at this time)
 End Time: _____ am / pm (room must be cleared at this time)
 Total Meeting time: _____ (Total time will determine your fee)

Rental Classification: _____ — See page two for details

- Class A: Special Exemption Organizations
- Class B: All Resident Individuals and Organizations
- Class C: All Non-Resident Individuals or Organizations

****Rental fees are determined by dates (1), time (2) and rental classification (3).***

Office Use Only

Today's Date: _____

| | | | |
|-----------------|----------|------------------------|------------------------------------|
| | Amount | Payment Type: | |
| Rental Fee: | \$ _____ | Cash () Check # _____ | Visa / MC / Disc # _____ Ex. _____ |
| Damage Deposit: | \$100 | Cash () Check # _____ | Visa / MC / Disc # _____ Ex. _____ |

Approved by: _____

Rental # _____ Room Assigned _____





Room Set-up Chart

Your Name: _____ Date of Rental: _____

Equipment Needed

Television and VCR/DVD _____ Podium _____ Projection Screen _____

The park district does not supply any computer / projection equipment for public use.

Regular classroom sizes are approximately 30' X 30'.

Lecture Style

of Adult (8') Tables _____

of Adult Chairs _____

of Pre-school Tables _____

of Pre-school Chairs _____

Chairs will be set up in the room Movie theatre style. Presenters will have a main table. There are not tables for the audience.

Banquet Style

of Adult (8') Tables _____

of Adult Chairs _____

of Pre-school Tables _____

of Pre-school Chairs _____

At each table we will set up eight chairs (6' round tables are available)

Classroom Style

of Adult (8') Tables _____

of Adult Chairs _____

of Pre-school Tables _____

of Pre-school 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 _____

of Pre-school Tables _____

of Pre-school Chairs _____

Tables positioned in a square. With chairs facing the center.

Conference Style

of Adult (8') Tables _____

of Adult Chairs _____

of Pre-school Tables _____

of Pre-school Chairs _____

Tables placed end-to-end. Chairs around the outside. (6' round tables are available)

Cards (4 X 4 tables)

of Adult Tables _____

of Adult Chairs _____

of Pre-school Tables _____

of Pre-school Chairs _____

Card table with one chair for each person

Cleared Room (No tables or chairs)

Please select the best choice for the reason you are reserving a room:

Private Birthday Party

Sports coaches meeting

Community Organization

Not for Profit Organization

Special event

Other _____

**Information, Rules, Terms and Conditions for
Renting / Reserving a Room at the Alcott Center**



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. If NO information is provided, the room will not be set up in any particular fashion. Classroom sizes are approximately 30' X 30'. Occupancy Limits: Classroom: 50. Multipurpose room: 100 (ask for details).

Rules and Restrictions

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. Full rental payment (and damage deposit) must be paid in full when room rental request is submitted.

Any violation of failure to adhere to these and all other rules and regulations will result the loss of your cleaning/security deposit.

Time: Your rental time should include all set-up and takedown time. You should schedule extra time depending on your personal needs for set-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.*

Animals: No person will be allowed to bring, allowed to be loose, drive, lead, carry or permit any animal on any premise within the park system (including buildings).

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.

Clothing: No person shall enter, appear, be or remain anywhere in a state of nudity or in an indecent or lewd attire.

Smoking: Smoking is prohibited on Buffalo Grove Park District property.

Parking: Parking in all lots owned and maintained by the Buffalo Grove Park District is only allowed in designated, striped parking stalls

Alcohol, Drugs and Narcotics: No person shall use or possess alcohol, drugs or narcotics on park district property. **No Alcohol** may be served or consumed on Park District property.

Hallway signs may not exceed 8.5" X 11" and may be hung in hallways. 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

Kitchen facilities are NOT available. However, if space allows, the building supervisor will place food items in a refrigerator until needed.

Parents are responsible for children at all times during your rental. Excessive noise or horseplay will be disturbing 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. Generally, any project that requires painting will be prohibited.

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 District.

In case of emergencies, first aid kits are in all rooms. Check cabinets (marked "First Aid"), on top of coat-racks or on walls to locate the kits. An **AED** (Automated External Defibrillator) is located in the main hallway near the front registration desk.

The **cleaning/security deposit** will be returned after the party. All rental groups are required to clean and should plan to do the following after a rental is over:

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

Cleaning/Security deposit check 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 cleaning/security deposit does not represent the total amount that may be required to repair damaged equipment or property.

Change in Contract Fee / Cancellations: There is a \$25 fee if you have to change the date of your event after it has been approved and scheduled. A service charge equal to the agreed rental charge will be assessed for all cancelled agreements.

Refunds or Rescheduling: Rescheduling dates are subject to availability and subject to the administrative fee charges. No refunds will be issue after the date(s) have been booked.

It is fully understood and agreed by the parties that the individual or sponsoring organization guarantees to hold the Park District harmless against any and all suits of any manners which might arise as the result of the covered activities and that the sponsoring organization agrees to defend said Park District and indemnify it 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 decrees which might be awarded against the said Park District in the event that suit should be brought as the result of the covered activity(ies) as identified on this application.

I have READ and AGREE to all the above conditions for a Buffalo Grove Park District Room Rental.

Signature of Rental Contact _____ Date _____