

CITY OF EVANSTON PARKS, RECREATION & COMMUNITY SERVICES - ECOLOGY CENTER

2024 McCormick Blvd., Evanston, IL 60202 (847) 448-8256
APPLICATION/RENTAL AGREEMENT FOR FACILITY USE

Today's Date: _____

Individual's Name: _____

Organization Name (if applicable): _____

Address/City/State/Zip: _____

Home Phone: (____) _____ Cell Phone: (____) _____

Work Phone :(____) _____ Email: _____

Please circle space requested: **Main Room** **Main Room with Corridor**

Day & Date Requested: _____ Begin Time: _____ End Time: _____

If this is an ongoing program please list all requested dates: _____

We require a minimum two (2) hour rental. Facilities will be opened at least thirty (30) minutes prior to the hour designated on the facility usage request form. Rental fees will include this time.

Renter must vacate the facility at the time designated on the facility usage request form. Failure to vacate will result in double the rate (or any part thereof) service charge. (Arrangements for extended hours may be made at least 48 hours PRIOR to the scheduled date of activities).

Brief Description of Activity: _____

Projected Total Number of Attendees: _____ Total _____ Adults _____ Children (Under 18)

One chaperone per every fifteen participants under 18 years of age must be provided.

Will you need tables and chairs? Yes No How many chairs will you need? _____

What type of tables and how many will you need? _____ 8' Rectangle _____ 6' Rectangle _____ 6' Round

Round tables cannot be used in the corridor.

*Tables Available: **Six** 6' Round Tables, **Eight** 8' Rectangle Tables, **Four** 6' Rectangle Tables*

Will you need to use a podium? Yes No Will you need to use easels? Yes No
If yes how many? _____

Will you want use of the fireplace? Yes No (additional \$50 fee)

Will liquor be served at your event? Yes No

- *If yes, a one-day liquor application must be completed.*
- *Additional fees apply for the liquor application, security, and clean-up.*
- *Renter must also provide liability insurance, naming the City of Evanston as an additional insured for at least \$1 million.*
- *Security must be hired at the renter's expense on any event over 70 people, two (2) officers for any party over 125.*

Will items be sold at your event? Yes No

No admission fees may be charged or concessions sold in any City of Evanston facility or park unless approved by the Director of Parks/Forestry and Recreation.

Is a raffle part of your event? Yes No

If yes, please contact the City Manager's Office on the fourth floor of the Civic Center at 2100 Ridge Avenue to complete a raffle permit application.

Are you having a caterer? Yes No Are you having music? Yes No

Are you interested in having a zero waste event? Yes No (additional information and fees outlined on the second page)

Special Requests: _____

Please attach diagram of desired set-up if necessary.

***Depending on the type of rental or accommodations requested, a meeting with the center's rental coordinator maybe required.**

Multi Purpose Room Hourly Rate

RESIDENT RATE	NON-RESIDENT RATE
\$80	\$160

Alcohol Fees

Security fee \$40 per hour, per officer

Other Fees

Corridor \$20 per hour
 Fireplace \$50
 Easel \$5
 Podium \$20
 Zero Waste Tote \$29

Zero Waste Event Information

A zero waste event is one in which the goal is to compost all that can be composted, recycle all that can be recycled and send very little to the landfill. EEC is partnering with Collective Resource, Inc., an Evanston-based company, that will provide receptacles for food scraps and compostable disposables generated at your event and haul them to a commercial composting facility. They are also available to help you precycle for your event so that you can come closer to meeting your zero waste goal. One tote will accommodate rentals up to 90 people, any rental over 90 would require two totes. **Price per tote: \$29**

Rental Deposits

Deposit is equivalent to hourly rate of contracted space. Deposit may not be used to pay down the balance of rental. Deposits will be refunded within 14 business days following rental if no damage occurred.

Room Fee \$ _____ x _____ hours = \$ _____
 Corridor Fee \$ _____ x _____ hours = \$ _____
 Officer fee \$ _____ x _____ (# of officers) x _____ hours = \$ _____
 Liquor license fee \$ _____
 Other fees \$ _____
 Deposit \$ _____ (deposit is refundable provided all conditions are met)
Total Rental Fees \$ _____

THIS RENTAL IS NOT APPROVED UNTIL STAFF NOTIFIES CONTACT PERSON

I have requested permission to use the Ecology Center. For consideration of such permission _____ fully releases and discharges the City of Evanston, its officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of, or in connection with the use of the Ecology Center. _____ further agrees to indemnify and hold harmless and defend the City of Evanston, its officers, agents and employees from any and all claims resulting from injuries including death, damages or losses, including but not limited to the general public which may arise or may be alleged to have arisen out of, or in connection with the use of the Ecology Center within the City of Evanston. I also certify that all information contained within this application is accurate and correct. I also agree to all applicable laws and regulations governing the use of recreation parks and facilities and the regulations printed on the procedures sheet attached to this form.

Signature: _____

FOR OFFICE USE ONLY

Total Rental Cost: _____
 Deposit Received: _____ Check # _____ Cash _____ Charge _____
 Balance Due: _____ Check # _____ Cash _____ Charge _____
 Security Deposit: _____ Check # _____ Cash _____ Charge _____
 Proof of Insurance Received: _____
 Liquor License Requested: _____ APL packet submitted: ____/____/____