room rental
AT COMMUNITY EDUCATION

**J109**
Dimensions: 12’ x 17’; 216 sq ft
Occupancy: 10 Conference Style
Rate: $25/hr

**J124**
Dimensions: 17’ x 24’; 430 sq ft
Occupancy: 12 Student Computers
Rate: $75/hr (4 hour minimum)

**J125**
Dimensions: 30’ x 30’; 900 sq ft
Occupancy: 32 Classroom Style
Rate: $125 0-4 hours | $255 4-8 hours

**J127**
Dimensions: 30’ x 36’; 1080 sq ft
Occupancy: 36 Classroom Style
Rate: $175 0-4 hours | $325 4-8 hours

Email communityeducation@parkland.edu or call 217/351-2235 to reserve your space.
room rental

CONTRACT PROPOSAL

Name: ________________________________
Phone: ______________________________
Email: ________________________________

Company Name: ____________________________
Billing Address: ____________________________

room request

Name of Event: ____________________________
Purpose of Event: _____________________________
Requested Date(s): __________________________
Setup Time: __________ Event Start Time: __________ Event End Time: __________ Tear Down Time: __________
Room Number: __________ Number of Attendees: __________
Room Setup: (select one; if other please attach diagram or written description)
☐ Standard Classroom ☐ U-Shape ☐ Conference Style ☐ Chairs Only ☐ Other
Registration Table: (select one)
☐ Inside Room ☐ Outside Room ☐ None
Media Equipment Needs: (select all that apply)
☐ LCD Projector & Screen ☐ Computer ☐ Television ☐ Document Projector ☐ Audio System ☐ Flip Chart
☐ Video Conferencing ☐ Zoom Camera ☐ PC Laptop Hookup ☐ Other: ______________________________________

Printing Needs: (price based on style/quantity) ______________________

Note: Classrooms are equipped with LCD projector & screen, instructor computer, PC laptop hookup, and DVD capabilities. Complimentary ice water and coffee available. Tax and service fees are included in rate.

catering

We work with Betsy’s Bistro to provide excellent catering for your events. From breakfast buffets to gourmet lunches, Betsy’s has a plan. Contact Betsy’s at BBParkland@HendrickHouse.com or call 217/373-3759 to set up.
# Room Rental Contract Agreement

**Today's Date:**  
**Contract Due:**  
**Company:**  
**Address:**  
**City:**  
**State:**  
**Zip Code:**  

**Function Date:**  
**Reader Board:**  
**Contact:**  
**Email:**  
**Phone Number:**  
**Catering? Y/N:**  

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Room</th>
<th>Setup</th>
<th>Attd</th>
<th>Rental</th>
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**Marketing:** Parkland College and Community Education do not permit use of its logo on any marketing materials without express permission and prior review. Use of the logo without permission will result in immediate termination of the contract with no refund.

**Cancellation:** If client cancels the event/meeting, such decision would constitute a breach of its obligation to Parkland College. Cancellation damages will be calculated as a percentage, based on the date of cancellation listed below:

<table>
<thead>
<tr>
<th>Date of Cancellation</th>
<th>Percentage Owed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point of signature to 45 days in advance</td>
<td>25% non-refundable deposit</td>
</tr>
<tr>
<td>44-15 days in advance</td>
<td>50%</td>
</tr>
<tr>
<td>14 days or less in advance of event</td>
<td>100%</td>
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</tbody>
</table>

**Smoke Free Campus:** In compliance with the Smoke-Free Campus Act (110 ILCS 64/), all tobacco use is prohibited on the Parkland College campus as of July 1, 2015. For the purpose of this policy, “campus” refers to all property owned and leased by, or leased to the College, including buildings, groups, roads, parking lots, and vehicles.

**Insurance & Waiver:** Prior to event the company must provide a certificate of insurance evidencing the existence of Commercial General Liability, Automobile Liability, Workers Compensation—Statutory, and Employers Liability. Parkland College, its employees, and Parkland College Board of Trustees shall be named as Additional Insured with respect to Commercial General and Automobile Liability Coverages. The Vendor’s Insurance carrier shall waive subrogation; such stipulation shall be indicated on the Certificate of Insurance. The Certificate shall provide not less than 30 days advance notice in writing in the event of cancellation or cancellation unless the exact dates of the event are indicated on the Certificate of Insurance including any rain dates. In addition, the vendor must also provide a Waiver.

**Entire Agreement:** This agreement constitutes the final, complete and exclusive statement of the terms of the agreement between the parties regarding its subject matter and supersedes any prior and contemporaneous offers, negotiations and understanding, whether oral or written, between the parties.

**Client Approval**  
**Date**

**Parkland Staff Approval**  
**Date**

A 25% non-refundable deposit is due at the time of signing this agreement. Final balance will be invoiced and due within 14 days of the event. Acceptable forms of payment include cash, check, or credit card (Visa, MasterCard, Discover, and American Express).

**Credit Card #:**  
**Exp:**  
**CVV:**

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**Community Education AT Parkland College**