# **Facility Rental Information Sheet**

This application must be received by the Office of the Vice President for Strategic Partnerships and Workforce Innovation at least 14 days before the event.

Type in your responses, save the form, and send as an email attachment to tking@parkland.edu.

Note: No reservation is complete without confirmation from the Vice President for Strategic Partnerships and Workforce Innovation's Office. Review and approval process may take 7–10 business days.

Date(s) of event: Space requested:

Nature of function:

Organization:

Registration time: Event start time: Event end time:

Room set-up style: Classroom Conference Round Theater Other

Audio/visual needs:

LCD Projector Handheld Video Guest Wi-Fi Projector

Microphone Conference Access Screen

Slide Lavaliere Satellite Video Taping TV/VCR Cart

Projector Microphone Teleconference

Overhead **Set-up** is included in your rental fee.

Projector Rate will be \$45 per hour if technician is requested to remain at your event.

Number of attendees:

Admission charged? No Yes

Items sold? No Yes

Items to be sold:

Person in charge during the event (name/title):

Email:

Office phone:

Cell phone:

Fax:

Cell and office phone numbers are required for emergency purposes.

Bill to (name/address):

Certificate of insurance must be received before a reservation of space is made.\*

Conference rooms: \$45/hour

Class space: \$25/hour

Weekend custodial fee starts at \$33.75/hour.

Make checks payable to Parkland College.

Mail checks to:

Vice President for Strategic Partnerships and Workforce

Innovation's Office, Parkland College 2400 W Bradley Ave., Room U330

Champaign, IL 61821-1899

### For office use only:

UOBFR sheet signed/returned Internal approval form Proof of insurance Invoiced Physical Plant request Audio/visual request Guest internet access Final copy to:

Rental Contact Chief of Police



## \*Parkland College Standard Insurance Requirements

Prior to using any Parkland College location, facility, or property for an event, the User shall furnish a Certificate of Insurance evidencing the existence of the following coverages:

#### 1. Commercial General Liability

- a. General Aggregate Limit \$2,000,000
- b. Products Completed Operations Aggregate Limit \$2,000,000
- c. Personal and Advertising Injury Limit \$1,000,000
- d. Each Occurrence Limit \$1,000,000

#### 2. Automobile Liability

- a. Each Accident \$1,000,000
- 3. Workers Compensation Statutory

#### 4. Employers Liability

- a. Bodily Injury by Accident \$500,000 each accident
- b. Bodily Injury by Disease \$500,000 each employee
- c. Bodily Injury by Disease \$500,000 policy limit

Parkland College, its employees, and Parkland College Board of Trustees shall be named as Additional Insureds 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 change or cancellation unless the exact dates of the event are indicated on the Certificate of Insurance including any rain dates.

Our organization does not have employees or vehicles, and thus do not have such insurance coverage.

