

# 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 Microphone	Video Conference	Guest Wi-Fi Access	Projector Screen	
Slide Projector	Lavaliere Microphone	Satellite Teleconference	Video Taping	TV/VCR Cart	
Overhead Projector	<b>Set-up is included in your rental fee.                  Rate will be \$45 per hour if technician is requested to remain at your event.</b>				
Number of attendees:			Bill to (name/address):		
Admission charged?	No	Yes	<b>Certificate of insurance must be received before a reservation of space is made.*</b>  Conference rooms: \$45/hour Class space: \$25/hour Weekend custodial fee starts at \$20.88/hour.  Make checks payable to Parkland College.  <b>Mail checks to:</b> Vice President for Strategic Partnerships and Workforce Innovation's Office, Parkland College 2400 W Bradley Ave., Room U330 Champaign, IL 61821-1899		
Items sold?	No	Yes			
Items to be sold:					
Person in charge during the event (name/title):					
Email:					
Office phone:					
Cell phone:					
Fax:					
<b>Cell and office phone numbers are required for emergency purposes.</b>					

## For office use only:

- |  |   |
|--|---|
| <input type="checkbox"/> UOBFR sheet signed/returned | <input type="checkbox"/> Physical Plant request |
| <input type="checkbox"/> Internal approval form      | <input type="checkbox"/> Audio/visual request   |
| <input type="checkbox"/> Proof of insurance          | <input type="checkbox"/> Guest internet access  |

## Final copy to:

- |  |
|--|
| <input type="checkbox"/> Rental Contact  |
| <input type="checkbox"/> 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.