



Address: 615 S. Fifth Street, Rockford, IL 61104; Phone: (815) 967-0413

E-Mail: office@patriotsgateway.org

Facility Rental Request Form

Renter: _____ Today's Date: _____

Primary Contact: _____ Title: _____

Street Address: _____

City/State/Zip: _____

E-mail Address: _____

Phone: _____

The purpose of this form is to request the use of space at Patriots Gateway Community Center ("PGCC"), PGCC Golf Center, PGCC Boxing Center and/or PGCC grounds.

PGCC desires to make its facilities and grounds available to other groups and individuals in the community whenever such use is appropriate, aligns with the mission of PGCC, and is timed to not conflict with any other planned uses of PGCC's facilities and grounds. All uses of PGCC's facilities is on a contractual basis and must be approved by PGCC's Executive Director and/or Board of Directors. This agreement must also be signed by the Renter.

Use of PGCC facilities and grounds involves expenses which must be covered by the individual(s) or group renting the facilities ("Renter"). The rental fees approximate PGCC's actual cost of running each of the facilities. Therefore, no exceptions to these fees will be made for an individual or group. Fees are calculated to include set-up time, the event itself, and take-down time. If the event extends past the time stated in this agreement, the Renter will be billed an additional cost for the overage. All rental fees must be prepaid, and Renter's proof of liability insurance (covering both Renter and PGCC) or a waiver signed by Renter (exonerating PGCC of any liability concerning Renter's event) must be on file at least one week before the date of Renter's event.

PLEASE NOTE: PARTIES AND GATHERINGS FOR YOUTH MAY ONLY BE FOR CHILDREN 12 YEARS OLD OR YOUNGER.

Current Fee Schedule – No Exceptions

Facility to be Rented	Fee	Supervision Requirements (Rental Group Must Provide)
Gym **	\$50 per hour	Adult
Cafeteria **	\$40 per hour	Adult
Kitchen **	\$30 per hour	Adult with food manager certificate
Conference Room	\$35 per hour	Adult
Classroom	\$30 per hour	Adult
PGCC Golf Center	\$50 per hour	Adult
Rock Climbing Wall	\$10 per hour/per person	Adult
Evenings and Weekends - Additional Fee for PGCC Staff	\$14 per hour	

PLEASE NOTE: ONLY PRE-PACKAGED FOOD IS ALLOWED AT YOUR EVENT, UNLESS YOU RENT THE KITCHEN, AND YOUR GROUP PROVIDES A PERSON WITH A CURRENT FOOD PROTECTION MANAGER CERTIFICATE. **NO ROOM RENTALS INCLUDE GAME AREA LOCATED IN SE LOBBY CORNER.

Event Details

Date of Event	Weekday of Event	Set-Up Start Time	Event Start Time	Event End Time	Clean-Up End Time	Estimated Attendance

PLEASE NOTE: TO RESERVE ADDITIONAL DATES, ATTACH A COMPLETE LIST OF THE DATES YOU DESIRE, ALONG WITH THE INFORMATION REQUESTED ABOVE.

Event Description / Purpose:

Description of Security / Supervision to be Provided by Renter at Event:

The Renter is:

An individual
 Private group
 Not-for-profit (501(c)(3)) organization
 For-profit organization
 Government organization

Facility to be Rented	If Yes, put X	Cost	Start Time & End Time	Total Number of Hours	Hourly Cost x Total Hours
Gym		\$50 per hour			
Cafeteria		\$40 per hur			
Kitchen		\$30 per hour			
Conference Room		\$35 per hour			
Classroom		\$30 per hour			
PGCC Golf Center		\$50 per hour			
Rock Climbing Wall		\$10 ph/pp			
Evenings and Weekends - Additional Fee for PGCC Staff		\$14 per hour			
TOTAL					

Name and verification of Certified Food Protection Manager if Kitchen is rented:

_____ (attach copy of certificate)

Event Equipment Requirements:

Number of tables needed: _____ Number of chairs needed: _____

Podium: _____ Microphone & speaker: _____ Other: _____

Conditions for Use of PGCC Facilities and Grounds

1. This Facility Rental Request Form, when signed and dated by both the Renter and PGCC, constitutes the sole and full agreement between Renter and PGCC, and is subject to all the conditions stated herein.
2. Upon signing this agreement, Renter must furnish a security deposit (to be determined by PGCC's Executive Director based upon Renter's specific space request). The deposit is refundable, provided PGCC's facilities, equipment, and other property are left in a satisfactory condition (as determined solely by PGCC) following Renter's event. Renter's failure to abide by any of the conditions or rules set forth in this agreement will result in the automatic forfeiture of Renter's deposit.
3. Prior to the start of the event, Renter must pay the full rental fee by money order made payable to "Patriots Gateway Community Center".
4. RENTER MAY CANCEL this agreement BY CALLING (815) 967-0413 and notifying PGCC staff AT LEAST TWO (2) BUSINESS DAYS BEFORE Renter's scheduled event.
5. PGCC RESERVES THE RIGHT TO CANCEL THIS AGREEMENT AT ANY TIME AND FOR ANY REASON.
6. PGCC shall provide for all utilities including, but not limited to, heat, air conditioning, electricity, water, and garbage pick-up. PGCC shall also provide for restroom cleaning and maintenance during normal business hours. PGCC shall provide standard furnishings, consistent with the stated purpose of the Renter.
7. Any proposed publicity for the Renter's event naming PGCC must be submitted to PGCC's Executive Director in advance and cannot be used without the Executive Director's approval.
8. Media may not be invited to the event without the permission of PGCC.
9. A PGCC staff member must be on duty whenever the facilities are rented. A PGCC staff member can be scheduled from 11:00 a.m. to 6:00 p.m. on weekdays and from 9:00 a.m. to 9:00 p.m. on Saturdays and Sundays.
10. In advance of its event at PGCC, Renter must provide a description of the type of security it will provide at the event. Renter must provide adequate adult supervision at its event, throughout the entire event. For events involving minors, there must be at least one adult supervisor for each ten minors.
11. Renter may not use PGCC's facilities and/or grounds in any way other than as stated in their Facility Rental Request Form agreement with PGCC.
12. Under this Facility Rental Request Form, Renter and PGCC are specifically agreeing which PGCC facilities Renter will have access to at its event. Renter is not entitled to use any portion of PGCC's facilities other than those specifically agreed to under this contract. If Renter's agreement with PGCC includes use of the main PGCC building, Renter may only use the restrooms located near the front (east) entrance of the building.
13. Renter may not sub-lease the facilities / grounds to any other group or individual.
14. Renter will abide by all federal, state, and local laws. Renter may not use the facility for public harm or to promote causes and beliefs that are detrimental to PGCC and/or the community.
15. Renter may not charge an admission fee or require paid tickets to participate in its event at PGCC, nor may it use the facilities or grounds for purposes of fundraising, conducting raffles, selling goods, or for any other type of financial gain.
16. Bouncy houses, alcohol, smoking, illegal substances (such as narcotics), illegal activities (such as gambling), and firearms are not permitted in or on PGCC's facilities and grounds.
17. Renter must ensure that it keeps the lighting in its rental area at a level consistent with life-safety standards. For example, renters may not extinguish lights in the gym for parties or other activities.
18. Renter is to use PGCC's dollies to move tables and chairs in order to avoid damaging PGCC's floors.
19. Renter will remove all trash generated by the event from the building and dispose of it in the dumpster. Renter will return all furnishings to their original location. Renter will leave the building in a broom clean condition.

Insurance Requirements and Liability for Damage

HOLD HARMLESS: Renter agrees to defend, indemnify, and hold harmless PGCC from any claims or actions against PGCC and its staff resulting from the actions of the Renter, its personnel, and/or guests as they relate to Renter’s event and / or the terms of this agreement.

PROPERTY DAMAGE: Renter agrees to show proper care and respect for all PGCC facilities, equipment, and other property. All damages and losses occurring as a result of Renter’s use of such facilities, equipment, and property are to be reported immediately to PGCC’s Executive Director. **Renter agrees it is responsible for all such damages and losses.**

INSURANCE: If Renter is a business, not-for-profit organization, or other organized entity, other than an individual, it must provide proof of liability insurance, naming PGCC as an additional insured, with minimum coverage limits as follows: Bodily Injury - \$100,000 per person, \$300,000 for each occurrence; Property Damage - \$25,000 for each occurrence.

If Renter is an individual or not a formally – organized entity as described in the paragraph immediately preceding this one, PGCC recommends Renter obtain an insurance policy covering any damages that may occur during Renter’s event. If no policy exists, Renter is fully responsible for any damages that occur during the event, as noted in the “Property Damage” paragraph above.

Renter’s Certification: I HAVE READ AND UNDERSTAND THIS AGREEMENT AND WILL ABIDE BY ITS TERMS.

Renter Signature: _____

Date: _____

PGCC Signature: _____

Date: _____

For Office Use Only		Notes
PGCC Staff:		
Fees Owed:	Fees Paid (Amt. / Date):	