



## Athletic Facilities/Event Spaces

### RENTAL AGREEMENT

**Request Should be 30 Days Prior to Event Date**

Organization Making Request \_\_\_\_\_

Today's Date \_\_\_\_\_

Contact Person/Responsible Party \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell # \_\_\_\_\_ Alternate# \_\_\_\_\_

Requested Rental Date(s) (If your request includes multiple dates and times, please submit an attachment listing all of the requested dates and times.)

\_\_\_\_\_

Start Time \_\_\_\_\_ am/pm End Time \_\_\_\_\_ am/pm (**please make sure you include any required set-up and tear down time in your requested usage times**)

Event Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Spectator Attendance: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

Seating Capacities:

Please select which space you are in need of.

#### **Athletics**

\_\_\_\_ Vago Field-650

- \_\_\_ Spartan Athletic Park: Football/Soccer-1150
- \_\_\_ Spartan Athletic Park: Softball-350
- \_\_\_ Thornton Gymnasium-1300

**Event Spaces**

- \_\_\_ Crimi Auditorium Event Space-
- \_\_\_ Perry Theater Event Space-
- \_\_\_ Tapper Recital Hall Event Space-
- \_\_\_ University Banquet Hall Event Space- Capacity is based on requested room setup
- \_\_\_ McWethy Event Space- Capacity is based on requested room setup
- \_\_\_ Lowery Chapel Event Space- Capacity is based on requested room setup
- \_\_\_ John C. Dunham Hall Room 109 Conference Room- Capacity is based on requested room setup
- \_\_\_ Institute for Collaboration Room 213 Conference Room- Capacity is based on requested room setup
- \_\_\_ Classroom, these are of various sizes and locations. Please indicate the amount of people that would be in the group and the event team will work with the requestor for selection of the best space to meet the needs (Classroom space is very difficult to request during the school year) Number of participants\_\_\_\_\_

**Dorm Rooms**

- \_\_\_ Dorm Room, most rooms will be double occupancy. (They are only available during off school season May to Late July) Number of Participants\_\_\_\_\_

**Catering/Dinning Hall/Concessions**

- \_\_\_ Catering for events and dining Hall for camps. Number of Participants\_\_\_\_\_

Will a particular set-up or equipment be needed for your request? If yes describe

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Will you want usage of the score board (this will an additional \$15 per hour on top of the field rental fee to pay a student)? Yes\_\_\_\_\_ No\_\_\_\_\_

Will you want usage of the Music (this will an additional \$15 per hour on top of the field rental fee to pay a student)? Yes\_\_\_\_\_ No\_\_\_\_\_

Will you want usage of the PA (this will an additional \$15 per hour on top of the field rental fee to pay a student)? Yes\_\_\_\_\_ No\_\_\_\_\_

Will you want usage of the Ball Person and or field assistant with game (this will an additional \$15 per hour on top of the field rental fee to pay a student)? Yes\_\_\_\_\_ No\_\_\_\_\_

How many students? \_\_\_\_\_

Do you need water bottles and water coolers? Yes \_\_\_\_\_ No \_\_\_\_\_

There will be an additional \$30.00 per hour fee for Campus Security Coverage.

Please make sure you include any necessary set up and removal in your rental request time. If the requested set-up is more extensive than normal preparation, we will charge \$25 per hour to perform any additional items.

Please indicate below for any special request that you may have.

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**Athletic Facilities/Event Spaces Usage Procedures, Rules and Rates**  
**All rentals are a two-hour minimum**

<b>Vago Field</b>	<b>Hours of Utilization</b>	<b>Type of Field</b>	<b>Rental Rate</b>
March 1 thru November 30	8:00am- 7:30pm or sunset	Turf Football/Soccer Field(no lights)	\$165 per hour
<b>Spartan Park</b>	<b>Hours of Utilization</b>	<b>Type of Field</b>	<b>Rental Rate</b>
March 1 thru November 30	8:00am- 8:00pm or sunset	Turf Football/Soccer/Lacrosse Field(no lights)	\$165 per hour
March 1 thru November 30	8:00pm or Sunset - 10:00pm	Turf Football/Soccer/Lacrosse Field(with lights)	\$220 per hour
<b>Spartan Park Softball</b>	<b>Hours of Utilization</b>	<b>Type of Field</b>	<b>Rental Rate</b>
March 1 thru October 31	8:00am- 8:00pm or sunset	Turf Softball Field (no lights)	\$137 per hour
March 1 thru October 31	8:00pm or Sunset - 10:00pm	Turf Softball Field(with lights)	\$192 per hour

<b>Spartan Park Outdoor Batting Cages</b>	<b>Hours of Utilization</b>	<b>Type of Field</b>	<b>Rental Rate</b>
March 1 thru October 31	8:00am-8:00pm or sunset	Batting cage (no lights)	\$39 per hour
<b>Spartan Park Athletic Building</b>	<b>Hours of Utilization</b>	<b>Type of Room</b>	<b>Rental Rate</b>
Multi-Purpose Room	8:00am to 10:00pm	Various Types Sports or Activities	\$65 per hour
<b>Alumni Hall</b>	<b>Hours of Utilization</b>	<b>Type of Sport</b>	<b>Rental Rate</b>
Thornton Gymnasium	8:00am to 10:00pm	Basketball/Volleyball	\$200 per hour

<b>Location</b>	<b>Capacity</b>	<b>Room Cost</b>
JCDH*109	46 guests	<ul style="list-style-type: none"> <li>• Half day \$250</li> <li>• Full day \$450</li> </ul>
INST*213	10 guests	<ul style="list-style-type: none"> <li>• Half day \$200</li> <li>• Full day \$350</li> </ul>
Crimi Auditorium	500 guests	<ul style="list-style-type: none"> <li>• Half day \$550</li> <li>• Full day \$1,050</li> </ul>
Perry Theatre	200 guests	<ul style="list-style-type: none"> <li>• Half day \$550</li> <li>• Full day \$1,050</li> </ul>
Tapper Recital Hall	75 guests	<ul style="list-style-type: none"> <li>• Half day \$425</li> <li>• Full day \$800</li> </ul>
University Banquet Hall	200 guests	<ul style="list-style-type: none"> <li>• Half day \$550</li> <li>• Full day \$1,000</li> </ul>
Hill Center for Student Success, McWethy Room	60 guests	<ul style="list-style-type: none"> <li>• Half day \$500</li> <li>• Full day \$1,050</li> </ul>
Lowry Chapel	50 guests	<ul style="list-style-type: none"> <li>• Half day \$200</li> <li>• Full day \$350</li> </ul>
Classrooms	Varies	<ul style="list-style-type: none"> <li>• Half day \$150</li> <li>• Full day \$250</li> </ul>

Set-up Time (select one):

- 30 minutes  
 1 hour

Event Start Time: \_\_\_\_\_ am/pm

Event End Time: \_\_\_\_\_ am/pm

Tear-down Time (select one):

- 30 minutes
- 1 hour

**Additional Event Space Options**

**Audio Visual**

1. Assisted Listening Devices (up to 4): Qty\_\_\_\_\_
2. Wired Microphone (with stand): Qty\_\_\_\_\_
3. Wireless Microphone: Qty\_\_\_\_\_
4. Lavalier/Lapel Microphone: Qty\_\_\_\_\_
5. Stage Monitors Speakers: Qty\_\_\_\_\_

**Additional Equipment**

1. Piano (Steinway 9ft Grand):
2. Chairs: Qty\_\_\_\_\_
3. 60" Round Table (linen included): Qty\_\_\_\_\_
4. 8' Buffet Tables (linen included): Qty\_\_\_\_\_
5. High Boy Tables: Qty\_\_\_\_\_
6. Choral Risers: Qty\_\_\_\_\_
7. Sound Shell Segments: Qty\_\_\_\_\_
8. Music Stands: Qty\_\_\_\_\_
9. Custom Lighting: Qty\_\_\_\_\_
10. Radio (1-way 4 units w/headset option): Qty\_\_\_\_\_
11. Stage Sections (6' X 3' X 1'): Qty\_\_\_\_\_
12. Easel/Flipchart (markers/paper included): Qty\_\_\_\_\_

<b>Dorm Room</b>	<b>Capacity</b>	<b>Room Cost</b>
Various Buildings	2 to 3	\$40 per day

All groups using dorm rooms will require 2 staff at minimum to stay overnight in the building. They will be included in the count.

The following documents will need to be reviewed and signed.

1. The Office of Campus Life Overnight Camp Information Form (signed by Renter)
2. Assumption of Risk, Release of Liability, & Medical and Media Authorization Form (Signed by individual or parent/Guardian)
3. Dorm Room Handbook for overnight stay (signed by individual or parent/guardian)

## **Catering/Dinning Hall/Concessions**

Food and beverages will be handled in designated service areas only. The University employs Chartwells on an exclusive basis to provide food and beverage service on campus. External organizations are prohibited from requesting food service from a vendor other than Chartwells or bringing outside food onto campus. The renter will be able to engage with Chartwells leadership on a menu that will be provided to the group. The external rental team will work with Chartwells to provide the cost to the renter which will be included in the overall cost. (Due to food cost fluctuation, we do not list the cost per person for dining and concessions)

Fields could be available for other sports so please note that on your rental application.

## **Athletic Facilities/Event Spaces Reservations and Payment**

A Rental Application & Agreement form must be filled out; the University does not take verbal requests or emails for rentals. Only user groups who have a completed the Rental Agreement form will be considered for rentals, and field requests will not be accepted or considered from any group with outstanding fees owed to the University.

## **Cancellation/Refunds**

- A. For rentals cancelled 15 business days or more in advance, the user group will be refunded 90% of fees paid.
- B. For rentals cancelled 14 to 10 business days in advance, the user group will be refunded 50% of fees paid.
- C. Refunds will not be granted for rentals that are cancelled less than 9 business days before the rental date or if the rental is cancelled after it has started.

## **Rainouts**

- A. The University reserves the right to cancel any event or to restrict access to the fields due to an emergency, severe weather, vandalism, poor playing conditions or damage that could cause safety concerns. The University will make every effort to get games in especially for tournaments and events that have no rain date options. If the event that weather causes a cancelation of the event the university will allow a refund or work with the applicant to reschedule the event. The rescheduling of the event will need to take into consideration current events that are already currently scheduled.

## **Use of University Facilities**

- 1. Renters are restricted to the use of the specific area(s) and times they requested in their application. All renters and their participants and spectators shall confine themselves to those spaces and times. Charges will apply for extra time and space used.
- 2. Storage will not be provided for any renter or activity.
- 3. Renters will not attach any item to university property or make any modifications to building structure or equipment, including modular storage.

4. The University reserves the right to remove or restrict specific areas of its facilities from the rental program.
5. Aurora University reserves the right to terminate its permit if regulations and/or rules are not followed.
6. All accidents, breakage, or loss must be reported to Aurora University's on-site supervisor.
7. Any maintenance issues should be reported to the Aurora University's on-site supervisor or the Athletic Supervisor.
8. Each user group needs to designate a Responsible Party for all field rentals, to inform team coaches, representatives and players about Aurora University procedures and rules. The Responsible Party is asked to report any problems with field conditions, equipment or lights to the University's on-site representative.
9. User groups should leave the field and suspend ALL outdoor activities if lightning is observed or thunder is audible. Everyone should immediately seek shelter in a building or automobile and remain in shelter until twenty (20) minutes following the last sign of thunder or lightning. An AU representative will communicate with the rental group to determine when the activity can continue or if it should be postponed.
10. Aurora University reserves the right to cancel any event or to restrict access to the fields due to an emergency, severe weather, vandalism, poor playing conditions or damage that could cause safety concerns.
11. Proper care must be given to the facilities and all University property. Renter assumes all financial responsibility individually, and on behalf of said organization for any damage caused by participants during the hours the organization is using the property. Any damage or theft must be immediately reported to the on-site supervisor for Aurora University or the Campus Police.
12. A responsible adult must be on present for all activities involving youth. The responsible adult in charge of the activity must be present during the duration of the activity. The designated adult(s) will be responsible for the proper use of the facilities and the proper conduct of those in attendance.
13. Renter understands any University sponsored activity takes precedence over any other outside scheduled activity.
14. Renter understands that for certain activities the University may require additional adult supervision, chaperons, police, deposit for clean up or score board operations. All additional expenses are the responsibility of the renter.

### **Restrictions**

1. Renters must comply with fire codes, life/safety codes and all other applicable local, state and federal laws.
2. No Alcohol, narcotics or firearms are allowed at university facilities.
3. No violence or fighting
4. No smoking is allowed on university property.
5. No food or drink shall be sold on university property without prior approval.
6. Rentals will be automatically cancelled in the event of a weather emergency.

7. Renters may not post any banners or other displays without prior approval of the University. Any approved displays must be removed promptly at the end of the event.
8. Profanity will not be tolerated at university facilities.
9. No private parties will be allowed.
10. The distribution of any literature or materials must have University approval in advance of the event(s).
11. CO2, smoke machines, open flames, incense, fireworks, pyro & imitation fireworks are banned from all University facilities.
12. Confetti canons and glitter are prohibited.
13. Vehicles shall be driven in designated areas only. No vehicles shall be driven or parked on sidewalks or grass areas.
14. At no time shall emergency vehicles be unable to immediately access the fire lane. These areas will be identified by fire lane signs. The fire lane must remain unobstructed by event parking or barricades. No vehicles shall be parked within fifteen feet of a fire hydrant. All fire hydrants during the event must remain clear.
15. Renters are not allowed to line our fields or perform any maintenance such as mowing, raking or dragging fields.
16. No motorized vehicles are allowed on any fields other than emergency vehicles.
17. No painting of the field is permitted. Including field size changes and additional field layouts or setup.
18. Loudspeakers and public address instruments are prohibited without Aurora University's permission.
19. No pets allowed on the athletic fields.
20. To avoid damage, the following are not allowed on any turf surface: long cleats, studs and heels on footwear or chairs, stakes in tents, goals or other structures, gum and sunflower seeds.
21. Frost Delays, no groups are allowed on fields of play until frost is melted.

### **Special Event Considerations**

1. Bounce houses and inflatables may be used; however, they must be installed per the manufacturer's recommendations. The renter will be responsible for gaining any necessary permits from the local municipality. Ground anchor stakes must be at least 12" in length and must be able to restrain the structure from moving any more than 2' in any direction and may not be used on the turf fields or any other hard surface area. Renters are not permitted to put any equipment, chairs, tables or anything else on the turf fields that could cause damage to the surface.
2. Extension cords that cross over any pedestrian area will need to be protected from becoming a trip hazard and be protected from getting damaged. Multi-plug adapters, cube adapters, unfused plug strips or any other device not complying with the electrical code are prohibited. Extension cords will only be plugged into approved outlets or surge protectors.
3. Generators need to be at least 20' from buildings, tents, structures or combustible materials and need to be separated from the public by fencing, enclosure or other approved means. The storage of gas cans for the generator has to be in an approved



container and at least 25' from the ignition source. All generators must have ground fault interrupters (GFI).

4. If outdoor lighting is needed and/or access to an electrical source an additional charge will be incurred.
5. All tents or canopies shall be anchored or secured. The company contracted to set up the canopy is responsible for properly anchoring the structure. Any tents, canopies or other portable structures must be approved during the rental application process.

### **Athletic Facilities/Event Spaces Terms and Conditions**

1. Aurora University requires all user groups to provide a certificate of liability insurance providing liability coverage for the above organization naming the University as the Certificate Holder and as an additional insured using the following wording: *“Aurora University, including its current and former trustees, officers, employees, volunteer workers, agents, assigns and students, is added to this policy as additional insured”*. Please see below for listed coverages:
  - a. General Liability:
    - i. Bodily Injury Liability of \$100,000/\$300,000 each occurrence, with an aggregate of \$1,000,000
    - ii. Property Damage Liability of \$250,000 each occurrence, with an aggregate of \$250,000
    - iii. Bodily Injury and Property Damage Liability combined of \$1,000,000 each occurrence, and \$1,000,000 aggregate.
  - b. Automobile Liability, if applicable:
    - i. Bodily injury each person of \$250,000
    - ii. Bodily injury each accident of \$500,000
    - iii. Property Damage of \$250,000
  - c. Sexual Molestation if Minors are in Attendance, if applicable:  
Liability of \$100,000/\$300,000 each occurrence, with an aggregate of \$1,000,000
  - d. Any third-party providers for the event must also provide certificates of insurance with the limits shown above, naming the university and the purchaser as an additional insured.
  - e. This insurance requirement shall not be construed as limiting in any way the extent to which the Purchaser may be held responsible for the payment of damages to any person resulting from its operations or the activities of any person or persons for which Purchaser is liable.
2. The renter is responsible and liable for all damages to university property. All instances of damage must be reported to the Campus Public Safety office immediately.
3. The renter agrees to hold the University harmless as a result of any actions by the renter, and further from any action or suit by any person, partnership, corporation,

or association or association for injury, damage, or loss to persons or property resulting from the rental of university facilities.

4. The University will require a representative to be on site for all events and they will open and close the facilities. An additional half an hour will be added to each rental date to cover the cost of clean up after the event.
5. Renters must have an adult who is at least 21 years of age on site who will be in charge of the activity during the entire period of the rental.
6. All additional expenses will be the responsibility of the renter. For example, if security is required the cost will be charged to the renter.
7. Aurora University is not responsible for loss or damage or personal property belonging to those using the fields.
8. Aurora University is not responsible for any personal property loss or damage to vehicles.
9. Purchaser agrees to pay charges as provided within. Charges shall include charges for building usage, equipment, catering and services at rates set forth in this Agreement. Charges shall be estimated at the time this Agreement is executed, but may increase based upon actual use as provided herein. Charges will be assessed for any additional security, custodial, storage, catering and/or media services furnished at the request of the Purchaser or the Purchaser's representative, or necessitated by the Purchaser's occupancy. All services must be provided by the University unless specific exception is permitted in writing. Any damages that may occur as a result of the Purchaser's use of the facilities will result in a charge to the Purchaser for the repair of the damages or replacement of damaged items.
10. Neither party shall have the right to assign this Agreement without the prior written consent of the other party.
11. This Agreement in no way constitutes partnership of any kind between University and Purchaser.
12. In the event that either party is unable to perform its obligations under this Agreement as a result of a force majeure, neither party shall be liable to the other for direct or consequential damages resulting from lack of performance. "Force Majeure" shall mean fire, earthquake, flood, act of God, strikes, work stoppages, or other labor disturbance, riots or civil commotions, litigation, war or other act of any foreign nation, power of government, or governmental agency or authority, or any other cause like or unlike any cause above mentioned which is beyond the control of either party.
13. The terms of this Agreement are severable such that if any term or provision is declared by a court of competent jurisdiction to be illegal, void, or unenforceable, the remainder of the provisions shall continue to be valid and enforceable.
14. The University is contractually obligated to use Chartwells on an exclusive basis, to provide food and beverage service on campus for special functions and catered events. The Purchaser is prohibited from requesting food service from a vendor other than Chartwells or bringing food onto campus.
15. A final count of the number of guests must be received (10) business days prior to the event. This count may not be modified after that time. The University will allow a variance of 5% over the number of guests guaranteed in preparation of food.

Should the Purchaser fail to provide a final count, the estimated number as stated in this document will be assumed as final.

16. Purchaser shall advise participants of these rules: Purchaser accepts the building its furnishings, fixtures and equipment in their present condition and state of repair and agrees that upon the end of the term for which the building has been rented, it will be vacated and surrendered up to university in the same condition. All repairs, replacements and clean-up required to return the building and its furnishing, fixtures and equipment to its present condition shall be at the expense of the Purchaser.

### **Rental Process**

1. The rental process begins with the potential renter visiting the University website under the Athletics tab and downloading the Rental Application & Agreement.
2. Once the form is completed, they should be submitted to Aurora University, Operations Office, Room 113 Mail Center: Bruce Phelps 1501 Southlawn Place, Aurora IL 60506 Phone: 630-844-7556, E-mail: bphelps@aurora.edu
3. After reviewing the application and the event schedule, the rental program will be approved or denied if a conflict exists or the field(s) or space are not available. The applicant will receive a response within Five business days of submitting the completed application.
4. If approved, the renter will receive the countersigned signed agreement and will have seven days to submit their full payment, a certificate of insurance, and the signed User Agreement.
5. Once all documentation and payment in full is received, a confirmation email will be sent. If the renter does not meet these requirements the agreement is void and the University reserves the right to rent to the next applicant if there is one.

### **Payment Procedures**

All payments will be directed to the following staff member and location.

Aurora University  
Attention: Bruce Phelps  
1501 Southlawn Place  
Aurora, IL 60506

The University accepts the following payment methods;

- Checks (make checks payable to Aurora University)
- Cash

## **User Agreement**

**Please read before signing.**

The "Standard Terms and Conditions" outlined above are an integral part of this agreement. I, the undersigned, who has authority to bind Purchaser to the terms of this Rental Application &

Agreement form, have read and understand them and agree that they are binding. By signing the end of this document, I have read, understand, and agree to the following:

I understand that completing and signing this agreement is a request until it is approved and required fees are paid, this request becomes a contractual agreement. Requests must be received 30 days prior to rental date requested unless otherwise approved and will be reviewed within 3-5 business days of being received. No deposit or payment is due with this form.

I agree to submit payment, as determined by the Aurora University, by date indicated when notified of approval. Failure to submit payment by date requested will make this request null and void and may result in loss of time slot.

I understand submitting a request is NOT a guarantee of availability or approval.

Aurora University reserves the right to deny any rental which is deemed inappropriate.

I have read the Aurora University regulations and agree to adhere to them. This acknowledges that I have read the Athletic Field Usage Procedures, Rules and Rates. As the Responsible Party for the field rental, I will make all users aware of the rules and regulations associated with the use of the athletic field(s).

I can assure that the Individual taking responsibility for the Rental Application and Agreement is 21 years of age. I understand and will ensure that an authoritative representative of the organization, over the age of 21, will remain on premise for duration of the rental. I understand that the organization is solely responsible for any and all supervision during rental.

I understand that the organization renting the facility is solely responsible for determining whether the site is safe and appropriate for use prior to each use; and notify the University of any known safety hazard. Safety includes protection of the resources as well as participants. It is fully understood and agreed that the representative and their organization guarantees to defend, indemnify and hold harmless Aurora University, its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this agreement. It is also understood that the organization will provide and maintain at its own cost, insurance coverage as outlined in the Athletic Facilities/Event Spaces Usage Procedures, Rules, and Rates.

Printed Name of Responsible Party \_\_\_\_\_

Signature of Responsible Party \_\_\_\_\_

Date of Signature \_\_\_\_\_

Title/Office (if applicable) \_\_\_\_\_

Please sign and return this Rental Application and Agreement to: Aurora University, Operations Office, Room 113 Mail Center: Bruce Phelps 1501 Southlawn Place, Aurora IL 60506 Phone: 630-844-7556, E-mail: bphelps@aurora.edu

## **Athletic Facilities/Event Spaces**

### **RENTAL AGREEMENT**

This agreement has been approved Yes  No  (Please see reason below)

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date of Signature \_\_\_\_\_

Title/Office \_\_\_\_\_

Field/Event Space approve for \_\_\_\_\_

Invoice Total Amount \_\_\_\_\_

If this agreement includes multiple selections of service and or a multiple year agreement the details will be listed below:

Please review comments below for denial of request.