City of Evanston Facility Rental Agreement

The City of Evanston is grateful to the many volunteers for their time and funds in providing these public facilities. Please take care of these public buildings in order that others may be able to enjoy their use.

Name of Applicant: ____________________ Phone: ______________ EMAIL: ____________

Address of Applicant: ________________________________________________________________

Type of Event: ________________________________________________________________

Is this a For Profit Sporting Event? Yes ☐ No ☐ If yes, please see Sporting Event form.

Facility Reserved: ____________________ Date(s) Reserved: ____________________

Time you plan to use the facility: From ___________ to: ___________ Event Time: __________

Name of Decorator: ____________________

Name of Food Caterer: ____________________

Name of Alcohol Caterer: ____________________

Name of DJ or Band: ____________________

Fire Department Permit: YES ☐ NO ☐ Date: ___________ BY: __________________________

Will you need microphones or sound system equipment? YES ☐ NO ☐ If yes, please see equipment checkout form

Name of Person Responsible for Event: ____________________ Phone: ____________________

➢ Copy of current US Driver’s License or US State Government issued photo ID is required from Person Responsible for the Event
➢ YOU MUST BE 18 YEARS OF AGE OR OLDER TO RENT THE FACILITIES.
➢ Name on reservation is responsible for the facility, no sub-leasing is permitted

I have read and agree to all the rules and terms of the rental agreement:

Signature __________________________________________ Date: __________________________

(Person Responsible for Event)

City Use Only

Rental Fee Amount: _______ Date Paid: ___________ Cash: ☐ CC ☐ Check #: __________

Cleaning & Damage Deposit: _______ Date Paid: ___________ Cash: ☐ CC ☐ Check #: __________

Scissor Lift/Manlift Rental Yes: ☐ No: ☐ Fee: $100 (per reservation) Date Paid: ___________

Cleaning & Deposit Returned: Yes ☐ No ☐ Date Returned: ____________________________

Key checkout: Facility _______ Key # _______ Date: __________ Date returned: ___________

WALKTHROUGH TIME: ____________________ Current US DL/US ID: ☐ Receipt #: ___________
In consideration of reserving the facilities owned by the City of Evanston, the Renter agrees to the following considerations:

- Buildings will be available for use at 7:30 AM. Your event must be shut down by midnight and everyone vacated by 6:00 AM the morning following the event. All food and drinks must be removed before leaving the facility. The building must be cleaned by 6:00 AM the morning following the event. All personal belongings and equipment must be removed from the building at this time including all trailers and vehicles related to the event.

- MOTORIZED VEHICLES OR TRAILERS OF ANY TYPE ARE NOT ALLOWED IN BUILDINGS WITHOUT PREAPPROVAL. IF VEHICLE OR TRAILER IS DESIRED FOR DISPLAY OR DECORATION PURPOSES, PRE-APPROVAL MUST BE OBTAINED TO ENSURE APPROPRIATE SURFACE AND FLOOR PROTECTION. PRE-APPROVAL WILL NEED TO BE DONE 5 DAYS IN ADVANCE OF EVENT AND BE SIGNED OFF BY THE FACILITY MAINTENANCE MANAGER. IF VEHICLES OR TRAILERS ARE IN THE BUILDINGS WITHOUT PRE-APPROVAL, 50% OF YOUR CLEANING AND DAMAGE DEPOSIT WILL BE COLLECTED.

- If weather conditions present snow and ice, the City of Evanston has provided ice melt and shovels and it is the renter’s responsibility to make sure paths are clear and ice free for the safety of patrons.

- Multiple reservations are limited to four (4) reservations at one time. City and Urban Renewal Agency Events are exempt from multiple reservation restriction.

- Please be respectful of another renters’ privacy.

- Please use the facilities with consideration! Facility must be thoroughly cleaned and left in a condition suitable for the next renter. Cleaning supplies are available. Renters are responsible for all cleanup of the buildings. A cleaning list will be provided when the keys are picked up.

- Grounds at all building sites must be left in perfect condition.

- Please keep children off train cars and out of old buildings for their own safety.

- No food preparation or serving in the Portland Rose Room and the carpeted areas of the mezzanine.

- No tape of any kind or fun tack. No adhesives of any kind may be used on paintings. Hay/straw must have a tarp underneath it.

- Exit areas must remain clear and exit signs not blocked or covered by decorations.

- Return all microphones and sound equipment. Lock them up in the black box at the end of your rental.

- Keys must be returned within 24 hours of facility use and may be returned at the City Hall drop box on weekends.

- No Pets except for service dogs.

- Smoking is prohibited under City Ordinance 06-17. E-cigarettes and similar devices are not allowed in the facilities.

- Fireworks are not allowed without a permit issued by the Fire Department. Permit must be presented at the time of rental.

- No open flame or propane bottles allowed in any of the buildings without a permit issued by the Fire Department. Permit must be presented at the time of rental.

- No parking in the plaza areas.

- Refund of deposits will be available no sooner than twenty-four hours following a weekday event and the following Friday after weekend rentals.

- The City of Evanston has the right to deny all or part of deposit refunds if the facility was not properly cleaned and/or cleared by 6:00 AM following the event or if damage to property occurred during the event. Any damage that exceeds the amount of deposit will be billed to renter.

- If you are in the building the day before or the day after your scheduled event that has not been scheduled and paid for, 50% of the rental fee will be taken out of your deposit.

- CANCELLATION POLICY: To receive your full refund, you must cancel within one week for rentals Monday through Thursday. For Friday through Sunday rentals, these must be canceled one month prior to the event.

- Renter agrees to indemnify and hold the City of Evanston harmless from any claims, damages, law suits, liabilities, expenses, costs, costs of defense including but not limited to reasonable attorney fees, of whatever nature or kind arising out of or in any way related to the use and or occupancy of the city facility by the Renter pursuant to the Facility Rental Agreement.

I have read and agree to all the rules and terms of this rental agreement:

Renters Signature: ___________________________  Date: ________________
**KEYBOARDS AND/OR ELECTRIC GUITARS ARE NOT ALLOWED TO HOOK INTO OUR SYSTEM, BRING OWN EQUIPMENT***

MOTORIZED VEHICLES OR TRAILERS OF ANY TYPE ARE NOT ALLOWED IN THE BUILDINGS WITHOUT PRE-APPROVAL. IF VEHICLE OR TRAILER IS DESIRING FOR DISPLAY OR DECORATION PURPOSES, PRE-APPROVAL MUST BE OBTAINED TO ENSURE APPROPRIATE SURFACE AND FLOOR PROTECTION. PRE-APPROVAL WILL NEED TO BE DONE 5 DAYS IN ADVANCE OF EVENT AND BE SIGNED OFF BY THE FACILITY MAINTENANCE MANAGER. IF VEHICLES OR TRAILERS ARE IN THE BUILDINGS WITHOUT PREAPPROVAL, 50% OF YOUR CLEANING AND DAMAGE DEPOSIT WILL BE COLLECTED. NO MORE THAN 2 GALLONS OF FUEL IN VEHICLES WITH A DESIGNATED FIRE EXTINGUISHER. BATTERIES MUST BE UNPLUGGED.