

CITY OF URBANA, ILLINOIS

URBANA CIVIC CENTER

OPERATING POLICIES

- 1) It is understood that the Urbana Civic Center reserves the right to have any of its staff attend any event held in the Urbana Civic Center.
- 2) Any group or individual renting the facility assumes liability for any and all damage to the building and/or equipment during the period of use.
- 3) Any event is limited to a static attendance of 350 people.

Any behavior deemed by the Urbana Civic Center staff to be disruptive in any way shall be cause for eviction of participants from the building and may be cause for possible legal action. In such cases, no refunds will be given. Additionally, groups which fail to comply with the Civic Center rules or which do not leave the facilities in an orderly condition will be subject to additional charges and may lose their privilege to use the facilities again.

- 4) Qualification for building use and authority to cancel a scheduled event shall be at the sole discretion of the Director of Public Works, or the Director of the Urbana Civic Center.
- 5) Groups are responsible to see that all activities are properly controlled and supervised. Adequate adult chaperons must be provided if group members are under 21 years of age. The chaperons must be approved by the Director of Public Works, or the Director of the Civic Center.
- 6) In cases of a dance or party where the general public is to be admitted for a fee:
 - Two uniformed Urbana Police Officers will be required for security from 8:00 p.m. through the end of the event at the overtime rate. Police coverage is a requirement for under-age events. Adult events must have security approved by the Urbana Civic Center, or the Urbana Police Department. This fee is due in advance, payable to the Urbana Civic Center.
 - When the attendance is judged to be mostly teen age, the event must end by 11:30 p.m., which allows minors to conform to the curfew of 12:00 midnight.

- 7) The Urbana Civic Center assumes no responsibility for any personal property, equipment, or furniture brought into the building.
- 8) Use of the facilities does not in any way imply endorsement or sponsorship of the event by the Urbana Civic Center. Publicity shall be designed to identify clearly and accurately the name of the sponsoring group.
- 9) Admission fees shall not be charged except with approval of the Urbana Civic Center staff.
- 10) All requests for the use of furniture and room setup should be made on the rental contract.
- 11) Furniture and equipment are not to be moved except with the permission of the Civic Center staff.
- 12) No additional lighting or electrical modifications will be permitted unless approved by the Manager.
- 13) All room or building decorations and fasteners must be approved by the Civic Center staff.
- 14) The use of masking tape, cellophane tape, thumb tacks or other forms of pointed fasteners to hang decorations by direct attachment to painted, wood, or plaster walls is prohibited unless approved by the Manager of the Civic Center. Additionally, renters will be responsible for the removal of any decorations and debris immediately after the conclusion of the event.
- 15) Alcoholic beverage consumption is permitted on the premises under the following conditions:
 - ❑ The renter must provide, prior to the event, an acceptable certificate of insurance for host liquor liability providing insurance coverage to the renter in the amount of \$100,000 in combined coverage and specifically naming the City of Urbana as an additional insured, and have a completed and approved alcoholic beverage permit in accordance with the rules set forth therein.
 - ❑ Alcoholic beverages may not be sold or given for any consideration on the premises unless the sponsoring group is civic, religious, or charitable, and has obtained a valid "T-2 Liquor License" from the Mayor of Urbana.
 - ❑ The renter must be over 21 years of age, whether acting as an individual or representing an organization, and must be physically present on site at all times during the event.

- ❑ No individual attending events may bring in their own alcohol. Only those alcoholic beverages provided by the group may be consumed anywhere on the premises.
 - ❑ The renter must abide by all laws of the State of Illinois and the City of Urbana, including but not limited to: 1) restricting consumption of alcoholic beverages to persons 21 years of age or older, and 2) refusing alcoholic beverages to any intoxicated persons. Violation of either of these stipulations may be grounds for possible fine and/or imprisonment.
- 16) In the event that the reserving party or any of his/her guests either (a) violate any of the conditions set forth above or below or (b) exhibit behavior deemed by the Urbana Civic Center Staff to be disruptive, such behavior shall constitute a breach of the “Rental Contract” and the renter and his/her guests will be required to vacate the premises. The Urbana Civic Center shall be entitled to retain all rental fees and deposits paid under the “Rental Contract” as liquidated damages.

RENTAL PROCEDURE

- 1) Applications for use shall be submitted to the Urbana Civic Center office located at 108 East Water, Urbana, Illinois 61801.
- 2) Reservations for use are made on a first-come, first-serve basis.
- 3) All reserving parties must sign the “Rental Contract.” However, no space will be held as a confirmed reservation unless a deposit of 50 percent of the total fee, as shown on the contract, is paid within ten (10) days of initial request.
- 4) Any unpaid balance must be paid in full three (3) business days prior to the date of the event.
- 5) Cancellation of reservations must be made at least ten (10) working days prior to the date of the scheduled event, or a charge equal to 50 percent of the total rental fee will be assessed. When no cancellation at all is made, the full rental fee is applied.
- 6) Individuals must vacate the building at the hour designated on the “Rental Contract.” Failure to do so will result in a late charge for each additional hour or any portion of hour after the designated time.
- 7) Early access to the building by a group for purposes of setup are subject to additional fees.

- 8) Each non-profit group must file an “Information Form” with the Urbana Civic Center in order to receive non-profit status.
- 9) A group playing music for any sort of gathering must rent the entire Ballroom, regardless of number of people in attendance.

DEFINITIONS

1) **Session:**

The operating day is divided into three sessions: morning, afternoon, and evening, and are measured as follows:

Morning:	7:00 a.m. to 12:00 Noon
Afternoon:	1:00 p.m. to 5:00 p.m.
Evening:	6:00 p.m. to 10:00 p.m. {to 11:00 p.m., Fridays/Saturdays}

2) **Operating Time:**

The Urbana Civic Center is open from 8:00 a.m. to 10:00 p.m., Sunday through Thursday, and from 8:00 a.m. to 11:00 p.m., Friday and Saturday. Special arrangements may be made for early arrival and/or late departure in accordance with the fee schedule.

3) **Weekend Rates:**

The weekend rates apply to the Friday evening sessions; Saturday morning, afternoon, and evening sessions; and Sunday morning, afternoon, and evening sessions.

4) **Weekday Rates:**

The weekday rates apply to Monday, Tuesday, Wednesday, and Thursday for all three sessions, and to Friday for the morning and afternoon sessions.

5) **Non-Profit Group:**

Any group which is a not-for-profit corporation (with appropriate documentation), or any group whose function is community oriented, or any private family party (i.e. wedding, reception, baby shower, family reunion, etc.).

6) **Profit Group:**

Any group which utilizes the Civic Center for profit-making ventures, or any function sponsored by a business, i.e. promotional activities, company Christmas parties, etc.

(Revised 7/12)