

COLLEGE FACILITIES CONTRACT

Waubonsee Community College

Sugar Grove Campus

Route 47 at Waubonsee Drive
 Sugar Grove, Illinois 60554-9454
 Telephone: (630) 466-7900, Ext. 2769
 Fax: (630) 466-3594

Aurora Campus

5 East Galena Boulevard
 Aurora, Illinois 60506-4178
 Telephone: (630) 801-7900, Ext. 4199
 Fax: (630) 906-4127

Waubonsee Center at Copley

2060 Ogden Avenue
 Aurora, Illinois 60504-7222
 Telephone: (630) 585-7900
 Fax: (630) 585-6344

Organization: **Mid Valley Special Education Cooperative**

Person in Charge: **Susan Caddy**

Address: 1304 Rohzheimer Ave.

Check One: Profit Non-Profit

Date of Event: **Fall Semester**

Day of Week: **Monday/Wednesday**

Location Assigned: **Erickson 223**

Event Begins: **August, 2012**

Event Ends: **December 2012**

Estimated Attendance: **15**

Day Phone: **630-513-4400**

Evening Phone: **same**

Will there be an admission charge? Yes No

Sale of any item? Yes No

Nature of Function: **High School Transition Program**

BILL TO:	Additional Security Fee:
Organization Name: Mid Valley Special Education Cooperative	Additional Janitorial Service Fee:
Contact Name: Carla Cumblad	Additional Technical Fee:
Address: 1304 Rohzheimer Ave	Rental Fee: \$2790.00
Address:	Other Fee Amount:
City/State/Zip: St. Charles, Ill. 60174	Other Fee Explanation:

Additional Requests: **Per Waubonsee Community College: (1) MVSEC students must always be accompanied by a MVSEC program employee.**

(2) MVSEC is responsible for all communications with parents of students in the HS transition program; WCC staff will refer parents back to MidValley if they get questions.

(3) Services for co-enrolled students (those transition students who are taking a WCC credit course) will be determined on a case-by-case basis by the WCC Access Center manager and Mid-Valley staff.

(4) The college cannot guarantee rental space beyond the dates specified in the contract.

Special Equipment Needs _____

I, the undersigned, hereby certify that I am the appointed representative of the organization requesting use of the college facilities. I hereby expressly agree, individually and on behalf of said organization, to indemnify, defend, and forever hold harmless Community College District 516 (Waubonsee Community College), its officers, board members, and employees, individually and collectively, as to any claim or claims which might arise out of the use of the college facilities as herein provided.

I further certify that a copy of the **General Procedures, Terms, and Conditions Governing Use of Waubonsee Community College Facilities** has been received and read and that agreement is made to abide by the terms and conditions thereof (**see next page**).

Signature of Applicant: _____

Date: _____ Telephone: Day: _____ Evening: _____

Address: _____

Approved by (WCC Staff): _____

Upon receipt of contract, ATTACH DEPOSIT for: \$ _____

Make check payable to **Waubonsee Community College**
Route 47 at Waubonsee Drive
Sugar Grove, Illinois 60554-9454

BALANCE DUE: \$ 2790.00 _____

Make check payable to **Waubonsee Community College**
Route 47 at Waubonsee Drive
Sugar Grove, Illinois 60554-9454

GENERAL PROCEDURES, TERMS, AND CONDITIONS GOVERNING USE OF WAUBONSEE COMMUNITY COLLEGE FACILITIES

1. Individuals or groups utilizing college facilities will be responsible for paying for the use of facilities, including those relating to room rental fees, and recovery of custodial, technical, insurance, and other operational costs.
2. The user agrees that participants of this scheduled event shall abide by and comply with the laws of the United States of America, the State of Illinois, local laws and ordinances as well as the rules and regulations of Waubonsee Community College.
3. Waubonsee Community College may terminate the College Facilities Contract at any time the College determines, at its sole discretion, the event scheduled is not in the best interests of the College and its mission.
4. Alcoholic beverages shall not be permitted at any time on college property.
5. There is no smoking allowed in any building at any time.
6. Placement of signs, decorations, and structures in the buildings or on the grounds requires prior written approval from Waubonsee Community College.
7. User is responsible for the operation and care of any equipment issued to them. User is responsible for damages or replacement of lost or damaged equipment. A technician may be requested or required to operate equipment for an additional fee.
8. Waubonsee Community College property, buildings, grounds, or equipment, when vacated shall be left in the same condition as when such use began. Janitorial services may be required for an additional fee for certain events.
9. Refunds or additional payments, if any, will be made within thirty (30) days after use.
10. Only the part(s) of the building and/or ground(s) that have been requested shall be used.
11. An individual designated by the sponsoring organization shall be in attendance during the entire event.
12. A ***Certificate of Insurance*** providing liability coverage listing as an additional insured Waubonsee Community College, the Board of Trustees, and Community College District 516, must be provided upon request by Waubonsee.
13. Waubonsee Community College does not relinquish the right to control the management of the facility and enforce all necessary and proper rules for the safe operation of same. A representative of the college, authorized by the President or President's designee, has the right to observe any meeting utilizing college facilities.
14. Prior written approval of Waubonsee Community College is required before any items may be sold in conjunction with the use of college facilities. The college reserves the right to prohibit items inconsistent with the College's philosophy and mission.
15. Under no circumstances is this agreement transferable to a third party.
16. At its discretion, Waubonsee Community College may require that security and/or additional supervision be assigned to an event. The user is responsible for the cost of this service.
17. Advertising, ticket sales, commitments to outside speakers or other promotional activities shall not be made until a signed contract is executed. The use of college facilities does not imply sponsorship of this activity by Waubonsee Community College.