

FACILITIES CONTRACT

Waubonsee Community College

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

Aurora Downtown Campus
18 S. River Street
Aurora, IL 60506-4134
Telephone: (630)801-7900
Fax: (630)906-4127

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

Plano Campus
1000 Waubonsee Drive
Plano, IL 60545-2013
Telephone: (630)552-7900
Fax: (630)585-6344

Organization: Mid Valley Special Education Cooperative **Contact:** Marianne Fidishin **Email:** marianne.fidishin@303.org

Address: 1304 Rozheimer Ave. St. Charles, IL 60174 **Tax Exempt:** Yes **#** E9950799405 **No**

Date of Event: 1/7/19-5/24/19 **Day of Week:** M, T, W, & TH **Location Assigned:** Weigel 122

Start Time: 8:30 AM **End Time:** 2:30 PM **Estimated Attendance:** 15

Day Phone: 331-228-4873 **Evening Phone:** Same

Will there be admission charge? Yes No **Sale of any item?** Yes No

Nature of Functions: S.A.I.L Program (Spring Term 2019).

M-TH (4 days a week) \$15.00 per hour x 6 hours equals \$90.00 per day.	Rental Fee: \$6,840.00
\$90.00 per day X 76 days equals \$6,840.00	Janitorial Service Fee:
	Technical Fee:
WCC closed for Spring Break 3/18/19-3/22/19.	Event Staff Fee:
Hours on noted days are NOT included in total cost.	Other Fee Amount:
TOTAL: \$ 6,840.00	Total Due: \$ 6,840.00

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 **Executive Director of Campus Safety and Operations:** _____

Upon receipt of contract, ATTACH PAYMENT of: \$ 6,840.00

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

All scheduled activities must have a signed contract 5 days prior to activity start date.

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.
18. Cancellations must be made 5 calendar days prior to the start of the event in order to be eligible for a full refund.