



ILLINOIS MATHEMATICS AND SCIENCE ACADEMY®
1500 Sullivan Road, Aurora, IL 60506 | 630-907-5058 | www.imsa.edu

Hosting Your Event on IMSA's Campus

Thank you for your interest in using facilities at the Illinois Mathematics and Science Academy® (IMSA®). As a public teaching and learning laboratory created by the State of Illinois, IMSA works with many partners and organizations to advance education and quality of life for the citizens of Illinois and beyond. Sharing our facilities is one of many ways that we serve constituents.

For your convenience, we have provided information about the terms and conditions for hosting your event on IMSA's campus.

Rental Procedures

IMSA makes a number of facilities available to groups under certain terms and conditions. After reviewing the rental options, please contact the Facilities Coordinator, at 630-907-5058, e-mail dkrett@imsa.edu, to determine facility availability. Facility rental dates will be confirmed after the following forms have been submitted to IMSA:

1. Completed Application for Use of Academy Facilities
2. Required Certificate of Insurance (*see Insurance Provisions*)
3. Signed Agreement for Use of Facilities
4. Proof of Tax-Exempt Status, if Applicable

Statement of Philosophy

IMSA recognizes the investment that the State of Illinois has made in the Academy's facilities. The property is available for use by citizens as long as the Academy's primary educational activities and business operations are not hindered.

Under its terms and conditions, the Academy makes facilities available to organizations, associations and individuals for occasional educational, recreational, business, civic, social and charitable activities that are consistent with IMSA's statutory charge, mission and general education purpose.

Criteria for Activities

Groups seeking to use IMSA facilities must conduct activities that meet the following criteria:

- The activity must be orderly and lawful.
- The activity must not be of a nature to incite others to disorder.
- The activity must not be restrictive based on race, gender, ethnicity, national origin or religion.
- The activity must be of a nature to assist and/or facilitate self supervision.
- The activity must not jeopardize or threaten the health, safety, or welfare of any individual.
- The activity must serve as an educational, recreational, business, civic, social or charitable purpose.
- The activity must benefit a substantial group in the community.



Facility Rental Categories for Organizations

Category I: *No charges*

All approved IMSA activities and organizations, including student, parent and alumni organizations.

Public service groups that are supported wholly or in part by State or local taxes, during normal weekday working hours. (police department, fire departments, etc.) *Charges will be applied for weekday evening hours and weekends.*

Category II: *Personnel, equipment, and facility charges*

Not-for-profit educational, religious, charitable, philanthropic, or civic organizations that do not charge admission or a registration fee to attend the event being held at IMSA.

Category III: *Personnel, equipment, and facility charges*

Not-for-profit educational, religious, charitable, philanthropic, or civic organizations that do charge an admission or registration fee to attend the event being held at IMSA.

Category IV: *Personnel, equipment, and facility charges*

All other organizations, including for-profit entities.

Charges for Facilities

Area	Capacity	I	II	III	IV
Auditorium					
Rehearsal or Performance	426	n/c (n/c)	\$200 (\$50)	\$400 (\$75)	\$600 (\$100)
Classroom	30	n/c (n/c)	\$50 (\$15)	\$100 (\$25)	\$150 (\$50)
Conference Room (seating only)	48	n/c	\$100	\$200	\$300
(seating with tables)	30	n/c (n/c)	\$100 (\$25)	\$200 (\$50)	\$300 (\$75)
West Gymnasium (no bleachers)	400	n/c (n/c)	\$300 (\$50)	\$600 (\$75)	\$900 (\$100)
Lecture Hall	176	n/c (n/c)	\$100 (\$25)	\$200 (\$50)	\$300 (\$75)
Multi-Purpose Room (seating only)	90	n/c	\$100	\$200	\$300
(seating with tables)	60	n/c (n/c)	\$100 (\$25)	\$200 (\$50)	\$300 (\$75)

Personnel and Equipment Charges are **NOT** included in the above rates.

- Rental costs are based on a four-hour block of time. This is the minimum number of hours that can be rented. Additional time can be rented at the per-hour cost listed in parentheses.
- Rental costs do not include labor. Renters are required to pay for custodial services for each space rented.
- A deposit of 50% of the total amount due must be received with the signed agreement. The remaining balance will be due the day of the event.
- IMSA events take priority in all scheduling conflicts.

Charges for Personnel

Position	Hourly Effective 7/1/10 (M-F 8:00a.m. - 4:30p.m.)	Overtime per Hour Effective 7/1/10 (All Other Hours)
Event Coordinator	\$25.00	\$38.00
Security	\$31.00	\$40.00
Custodial	\$15.00	\$23.00
Maintenance	\$21.00	\$32.00
A/V Technician	\$14.00	\$21.00
Receptionist	\$12.00	\$18.00
Snow Removal	\$95.00 - 2 hour minimum	\$125.00 - 2 hour minimum



Insurance Provisions

INSURANCE REQUIREMENTS FOR THE USE OR RENTAL OF THE ACADEMY’S FACILITY

The rental applicant shall provide a Certificate of Insurance naming the State of Illinois - Illinois Mathematics and Science Academy as additional insured and declaring that the applicant’s policy is the primary policy for any claims of loss.

The certificate should contain a thirty (30) day notification provision to the certificate holder prior to cancellation or modification of the policy.

Required Limits:

General Commercial Liability – Occurrence form

Per Occurrence.....\$1,000,000

(Combined Single Limit Bodily Injury and Property Damage)

Damage to Rented Premises - Per Occurrence.....\$1,000,000

Annual Aggregate..... \$2,000,000

Products & Completed Operations..... \$1,000,000

Personal & Advertising Injury..... \$1,000,000

Automobile Liability including Hired Auto and Non-owned Auto

(Combined Single Limit Bodily Injury and Property Damage)

Per Occurrence.....\$1,000,000

Worker’s Compensation.....Statutory Limits

Insurance shall not limit Lessee’s obligation to indemnify, defend, or settle any claims.

If you have any questions regarding the insurance coverage requirements, please contact Mr. Lawrence Bergie, Interim Chief Operations Officer, 630-907-5974.



Application for Use of IMSA Facilities

I. Applicant Information:

_____ Official Name of the Organization

_____ Billing Address of Organization _____ City, State, Zip Code

_____ Organization Contact _____ Phone Number _____ E-mail Address

II. General Information:

_____ Name and Event Description: _____

_____ Date(s): _____ Time(s): _____

Estimated Attendance: _____ Admission/Registration Fee Charged? Yes _____ No _____

Note: Facilities are unavailable 12/15-1/05, May 15-31 and the month of August. Additional unavailable dates may be specified.

III. Facilities Requested:

- | | |
|---|----------------------|
| _____ Conference Room (with tables/chairs) | _____ Auditorium |
| _____ Conference Room (chairs only) | _____ Classroom |
| _____ Multi-Purpose Room (with tables/chairs) | _____ West Gymnasium |
| _____ Multi-Purpose Room (chairs only) | _____ Lecture Hall |

Other Requests:

- _____ Media/ AV Technician (see Media Equipment Request Form)
 _____ Food Service (see Food Service Request Form)
 _____ Other

Special Needs: IMSA is a Title II facility under the Federal Department of Justice Americans with Disabilities Act standards. As such, the facilities requested may be subject to change dependent on the accommodation(s) required. Please provide prior notice of any attendee special accommodations required.

A Certificate of Insurance with a minimum of \$2,000,000 annual aggregate liability is required in advance for all lessees. Guidelines for all required insurance coverages are listed on the Insurance Provisions page. Rental dates cannot be confirmed until the Certificate of Insurance is received. It is also necessary to sign the Agreement for Use of IMSA Facilities form. "Not for Profit" groups must submit proof of tax-free status as defined by regulations of the Federal and State governments. Please send this form to the Facilities Coordinator, dkrett@imsa.edu.

_____ Signature of Applicant
(Approved Representative of Organization)

_____ Date

Media Equipment

Event Title: _____

Contact Person: _____

Phone: _____ E-mail Address: _____

Event Date/Time: _____

Room(s) Used: _____

PLEASE INDICATE MEDIA EQUIPMENT REQUESTS BELOW

QUANTITY	EQUIPMENT	NOTES	RATES (per 4-hour block)	TOTAL
	Auditorium, Multi-Purpose Room, Lecture Hall PA System		\$50.00	
	Portable PA with speakers on cart		\$50.00	
	Microphone		\$15.00	
	Wireless Microphone		\$45.00	
	Projection Screen		\$25.00	
	LCD Projector (for computer screen projection)		\$50.00	
	Overhead Projector (for transparencies)		\$25.00	
	Video Monitor with VHS/DVD Player and Recorder		\$40.00	
	CD Player (boom box)		\$25.00	

AV Tech Requested: _____ **Yes** _____ **No**

AV and/or Computer Technician may be required depending on the request.
Wireless Internet access can be made available.



Food Service
Food Service Is Provided by Sodexo, Inc.
Please Contact Ms. Brandie Jevtic, General Manager
630-907-5006; bjevtic@imsa.edu

Food Service Information

Name of Event: _____

Date of Event: _____

Time of Event: _____

Number of Expected Persons: : _____

Location (Check one)

Breakfast _____ Lunch _____ Dinner _____ Other _____

Menu Item:

Contact Person: _____

Phone Number: _____

Email Address: _____

Requested On: _____



AGREEMENT FOR USE OF FACILITIES

This Rental Agreement made this ____ day of _____, is by and between the **Illinois Mathematics and Science Academy (IMSA), 1500 Sullivan Road, Aurora, Illinois 60506**, as Lessor, and Lessee:

In consideration of the mutual promises contained herein, Lessor and Lessee agree as follows.

1. Lessee shall rent the facilities of Lessor at the following time and for the following activity:

A. **Date(s) and Hour(s) of use:**

B. Room(s)

C. Activity Description

D. Estimated Attendance

2. Lessee shall pay Lessor the following charges:

A. Facility base cost

B. IMSA Personnel (Event Manager, Security, Custodial, Maintenance, A/V Technician, Receptionist)

C. Equipment

D. Total Amount Due*

**** A deposit of 50% of the total amount due must be received with the signed agreement. The remaining balance is to be paid on the day of the event.***

Please send payment to the Illinois Mathematics and Science Academy, Attn: Ms. Dottie Krett, 1500 Sullivan Road, Aurora, IL 60506

3. Lessee further agrees:

- A. The Lessee shall not enter, occupy or use the facility until the time and date specified above.
- B. The Lessee shall vacate the facility at the time and date indicated above or be charged an additional amount for every hour of overtime use. This charge will include Lessor's cost for personnel, utilities, and any other costs incurred by Lessor.
- C. Automated external defibrillators are installed in the Academy. The location of the AED will be provided. IMSA requires that AED be used by someone trained in Cardio Pulmonary Resuscitation and the AED usage.
- D. The Lessee is responsible for damage, breakage, or loss of equipment or fixtures incurred during the rental of said facility. The Lessee shall pay Lessor the cost of repair or new replacement. Whether an item is repaired or replaced shall be determined by Lessor within Lessor's sole discretion.
- E. A deposit of 50% of the total amount due for the rental of said facility is required with the signed Facilities Agreement by the Lessee. The Lessee shall remit the full remaining balance due prior to or on the day of said event.
- F. If, for any reason, Lessee is unable to fulfill the agreement and so advises Lessor not later than 60 days prior to the event, no further monies will be due to Lessor, and Lessee will be entitled to a refund of ninety percent (90%) of its deposit.
- G. The Lessee shall remove all decorations, materials, equipment, display, stage properties, etc., used during the rental period immediately upon the termination of the rental period covered by this agreement.
- H. Smoking is not permitted within the building.
- I. Alcoholic beverages are not permitted to be sold or consumed on Academy premises.
- J. Nothing will be sold, given, exhibited, or displayed without written permission of Lessor.
- K. Police protection may be required by Lessor depending upon the nature of the activities, and Lessee agrees to any such cost incurred by Lessor.
- L. Lessee shall, at all times during the term and any renewals, maintain and provide a Certificate of Insurance naming the State of Illinois – Illinois Mathematics and Science Academy as additional insured for all required insurance and declaring that the Lessee's policy is the primary policy for any claims of loss. Certificates may not be modified or canceled until at least 30 days notice has been provided to the IMSA. Lessee shall provide: (a) General Commercial Liability-occurrence form in amount of \$1,000,000 per occurrence (Combined Single Limit Bodily Injury and Property Damage) and \$2,000,000 Annual Aggregate; (b) Auto Liability, including Hired Auto and Non-owned Auto, (Combined Single Limit Bodily Injury and Property Damage) in amount of \$1,000,000 per occurrence; and (c) Worker's Compensation Insurance in amount required by law. Insurance shall not limit Lessee's obligation to indemnify, defend, or settle any claims.



- M. Lessee assumes full responsibility for liability in case of accident, or for any claim made of any kind and shall hold harmless, defend and indemnify Lessor, its Board of Trustees, its employees and agents from any obligation or liability to any person or entity or against any claims made of any kind whatsoever, including claims for personal injury, property damage and property loss. Lessee shall pay any costs, including attorney fees and damages, incurred by Lessor in response to such claims made.
- N. Lessee specifically assumes all risks of injury, property loss, or property damage while on IMSA property and all claims against Lessor, its Board of Trustees, its employees and agents for any such injury or property loss or damage. When requested to so by Lessor, Lessee will require each member of its group to execute a general release substantially in accordance with that General Release attached to this Rental Agreement and made a part hereof as Exhibit 1. When requested to do so by Lessor, Lessee may not commence use of Lessor's facilities until and unless all of its members have executed the General Release, and delivered same to the Lessor.
- O. All associated with the Lessee organization and their guests will be responsible for following all IMSA rules and regulations, as well as oral or written instructions from any IMSA employee.
- P. In the event it is necessary for Lessor to take any legal action to enforce this Rental Agreement, Lessee agrees to pay any attorney fees and costs incurred by Lessor, in addition to any other monies or damages owed by Lessee to Lessor.
- Q. Lessee understands that Lessor is a State of Illinois agency and as such enjoys certain privileges and immunities by law. Lessee further understands that any claims it may have against Lessor may be limited or voided by applicable law.
- R. This agreement shall be executed in triplicate, each copy to be considered an original for all purposes, and shall be binding upon successors and assigns of the parties hereto.
- S. IMSA verifies DOJ registered sex offender information for all guests/visitors to IMSA and reserves the right to refuse entry to anyone who is deemed a threat to its students or staff. IMSA is the sole determiner of any individual's right to enter IMSA facilities. All guests/visitors must provide a drivers license, state ID, or other form of valid picture identification.
- T. This agreement shall be considered as being executed at Lessor's facilities, in the City of Aurora, Kane County, Illinois

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed the day and year first above written.

Lessor: <u>Illinois Mathematics and Science Academy</u>	Lessee: _____
By: <u>Mr. Lawrence Bergie, Interim Chief Operations Officer</u>	By: _____
Date: _____	Date: _____



EXHIBIT I

GENERAL RELEASE

For and in consideration of the Illinois Mathematics and Science Academy allowing the undersigned use of the Academy's facilities, and permission to be on Academy property, the undersigned specifically assumes all risks of injury, damage to personal property or loss of personal property, while on Lessor's property or while using any equipment or facilities at the Illinois Mathematics and Science Academy, and waives any and all claims against the State of Illinois, the Illinois Mathematics and Science Academy, for any injury, any property damage or property loss.

Printed Name

Date

Signature

IMSA takes no responsibility for any damage to vehicles or property on our campus or loss due to theft.

IMSA takes no responsibility for injuries to persons on our property.

Room Description

Classroom

Small group meetings and presentations can be held in a classroom. Classroom seating capacity is 30. Classrooms are equipped with tables and chairs. An LCD and overhead projector, VCR, and DVD also are available upon request.

Conference Room

Group meetings and presentations also can be held in the Conference Room. The normal seating arrangement is for 30 people with tables and chairs, but it can be arranged for groups up to 48, chairs only. An LCD and overhead projector, VCR, and DVD also are available upon request.

Multi-Purpose Room

Larger group meetings and presentations can be held in the Multi-Purpose Room, which has 3-tiered, flexible seating, consisting of movable rectangular tables and chairs. The normal seating arrangement is for 60 people with tables, but it can be arranged for groups of 90, chairs only. The Multi-Purpose room contains a small stage and an audio-visual rack with a VHS videotape player, laserdisc player, audio cassette deck, DVD, and CD player, each of which outputs to a ceiling-mounted LCD projector which projects onto a large motorized pull-down projection screen. Accommodations for up to 2 microphones, a podium, an overhead and slide projector, setup for closed-captioning with VHS video, and a computer hookup, also are available upon request.

Lecture Hall

Group meetings and presentations can be held in the Pearson Lecture Hall, which has a seating capacity of 176. The lecture hall has an audio-visual rack containing a complete sound system, a laserdisc player, DVD, and VCR, each of which can be used with a ceiling-mounted LCD projector which projects onto a large motorized pull-down projection screen. Accommodations for up to 2 microphones, VHS video closed-captioning, and computer hookups also are available.

Auditorium

Large group meetings, presentations, and performances can be held in the auditorium. Excluding handicapped areas, the seating capacity is 426. The auditorium houses a 1200-square-foot circular thrust stage, a complete sound and lighting system, and a motorized projection screen. Accommodations for up to 6 wired microphones and/or 4 wireless microphones, a podium, an LCD and overhead projector, VCR, DVD, computers, and technical support in the control room also are available upon request.

West Gymnasium

The west gym is used for large group presentations. Capacity is 400. Tables and chairs are available upon request. Microphones, DVD and VCR, projector and portable screen are also available upon request.