



Organization Information

Organization _____
 Contact _____ Phone _____ Fax _____
 Street Address _____ City _____ State _____ Zip _____
 Profit Non-Profit E-Mail _____

Event Information

Day/Date of Event _____ Room reserved from: _____ a.m./p.m. to _____ a.m./p.m.
 Title of Event: _____
 Expected Attendance _____ Room choice: (1) _____ (2) _____ (3) _____

- Will food be served? _____ If yes, who will be catering? _____
 (Organization is responsible for all catering arrangements. Catering **may** be available by contacting food_services@ivcc.edu.)
- Room set-up style: _____
- Will you require special equipment (computers, audio visual, etc.) for your event? _____
- Will you be advertising and/or posting signage for the event? _____
 _____ (If yes, please explain.)
- Will you be selling merchandise or services and/or charging admission? _____
 _____ (If yes, please explain.)

Insurance Requirements

Certificate of Insurance naming IVCC and its Board of Trustees as an additional insured for the event is to be received no less than seven (7) calendar days prior to the event. If your organization invites other groups to participate, they will need to provide certificates of insurance naming your organization as well as IVCC and its Board of Trustees as additional insured for the event.

Payment (IVCC will invoice your organization after the event.)

I have the authority to legally bind the organization which I represent herein. All College policies and regulations, including but not limited to those listed herein, will be strictly adhered to by said organization during the course of the event. ***I have read and understand the Facilities Rental Policy, the terms of which are incorporated herein by this reference, and agree to bind the organization which I represent to the terms of this Policy.***

Signature of Person Responsible for Event _____ Date: _____

For IVCC Use Only

Space/Room Assigned _____	Date _____	Time _____	a.m./p.m. to _____	a.m./p.m.
Space/Room Assigned _____	Date _____	Time _____	a.m./p.m. to _____	a.m./p.m.
Space/Room Assigned _____	Date _____	Time _____	a.m./p.m. to _____	a.m./p.m.
Room fees _____		\$ _____		
Additional Equipment Charges _____		\$ _____		
Additional Staffing Charges _____		\$ _____		
	TOTAL	\$ _____		

Signature of Approver: _____ Certificate of Insurance Rec'd: _____
 Date Approved: _____

TERMS AND CONDITIONS

1. The Organization agrees to abide by all the terms and provisions of the College's current Facilities Rental Policy, except that, to the extent of any provisions of this Agreement conflict with the provisions within the aforesaid procedure, the terms of this Agreement shall apply.
2. The Organization and the undersigned officer, agent or representatives thereof (including the Contact Person's signatory hereto), individually and jointly and severally agree: (a) to pay for any loss or damages to any person or entity, including but not limited to the College, for loss, damages to any property or person (including, but not limited to cardiovascular or dental injuries, or injuries to any joints, ligaments, tendons, bones, teeth, soft tissue and eyes, or death, or claims of any nature) resulting or arising from the use of College or Organization property or facility by such use, before, during or after such use, going to and from such use, or otherwise, (b) to reimburse, indemnify and hold harmless the College, the Board of Trustees, and the members, agents and employees thereof from any such loss, damage or claim, including, but not limited to, its or their attorneys' fees and costs paid or incurred by the College otherwise in this application.
3. All individuals using College facilities or property shall conduct themselves in such a manner so as to not impede, delay or otherwise interfere with the orderly conduct of the educational program of the College or any other activity taking place on College property which has been authorized by the Board of Trustees, President, or other authorized College administrator.
4. The Organization, and its agents, shall be solely responsible for determining the number and identity of its invitees, and shall be responsible for supervising all of its invitees. No individual shall enter upon any other portion of College premises at any time for purposes other than those which are lawful and/or authorized by the Board of Trustees and/or the President.
5. In case the College shall be made a party to any litigation commenced by or against the Organization or Contact Persons, then the Organization or Contact Persons shall be individual and jointly and severally liable, and agree to indemnify, protect and hold the College harmless (and shall pay all costs, attorney fees, judgments, and expenses incurred or paid by the College) in connection with such litigation.
6. Any ambiguities in this Agreement will not be strictly construed against the drafter of the language but shall be resolved by applying the most reasonable interpretation under the circumstances, giving full consideration to the intentions of the parties at the time of signing this Agreement.
7. This Agreement contains the full agreement between the parties hereto, and supersedes any and all agreements which may have been heretofore entered into between them.
8. This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, and any litigation concerning this agreement shall be filed in the County of LaSalle and State of Illinois.
9. If any provision or portion hereof shall be held invalid or unenforceable by any court of competent jurisdiction, such holding or action shall be strictly construed and shall not affect the validity or affect of any other provision hereof.