



## Room Rental – Application for Use

**Special Accommodations:** The Historical Museum will not discriminate against eligible residents for participation on the basis of a disabling condition. We invite any resident with a special need to contact our staff upon submitting an application.

**NAME OF APPLICANT** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_ **CITY/ST/ZIP** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

**CELL PHONE** \_\_\_\_\_ **SECOND PHONE** \_\_\_\_\_

### ORGANIZATION

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TYPE** (athletic, service, recreational, etc.) \_\_\_\_\_

**IS THIS A NOT-FOR-PROFIT ORGANIZATION?** \_\_\_\_\_ YES \_\_\_ NO

### EVENT INFORMATION

**DATE** \_\_\_\_\_ **YEAR** \_\_\_\_\_

**RESERVATION TIME** (ALLOW TIME FOR SET-UP AND CLEAN-UP)

**ARRIVAL** \_\_\_\_\_ : \_\_\_\_\_ **AM** | **PM** and **DEPARTURE** \_\_\_\_\_ : \_\_\_\_\_ **AM** | **PM**

**EVENT TIME** (WHEN GUESTS ARE EXPECTED TO ARRIVE AND DEPART)

**ARRIVAL** \_\_\_\_\_ : \_\_\_\_\_ **AM** | **PM** and **DEPARTURE** \_\_\_\_\_ : \_\_\_\_\_ **AM** | **PM**

**TYPE OF EVENT** (This is what will be listed on the welcome sign for guests):

**ESTIMATED ATTENDANCE** \_\_\_\_\_ # OF AHPD RESIDENTS \_\_\_\_\_

**IS THERE AN ADMISSION CHARGE OR DONATION FOR THIS EVENT?** \_\_\_\_\_ YES \_\_\_ NO

*If yes, what is the amount and purpose of the fee?* \_\_\_\_\_

**Will Your Group Be Bringing any Supplies, Equipment or Food on Museum Premises?** \_\_\_ No \_\_\_ Yes

If Yes; Describe: \_\_\_\_\_

The Museum can provide these items as part of the rental, please check off those items needed:

\_\_\_ **A/V Equipment** (additional \$25)

\*See page 4 for a list of available equipment.

\_\_\_ **Podium**

\_\_\_ **Dry Erase / Chalkboard**

\_\_\_ **Extension Cord**

\_\_\_ **Coffee Urn 55 cup** \_\_\_ **Coffee Urn 30 cup**

\_\_\_ **Refrigerator**

\_\_\_ **Microwave**

*Please attach an additional sheet of paper for setup details; or discuss with Room Rental Coordinator.*

**SIGNATURE OF APPLICANT**

**DATE**

\_\_\_\_\_

\_\_\_\_\_

**FOR OFFICE USE ONLY**

Fee calculation

\_\_\_\_\_ Date approved

\_\_\_\_\_ Approved fee

\_\_\_\_\_ Permit sent

\_\_\_\_\_ Permit finalized

\_\_\_\_\_ Museum Administrator

\_\_\_\_\_ Supt of Recreation

\_\_\_\_\_ Director of Recreation

\_\_\_\_\_ Executive Director

Certificate of Insurance Required \_\_\_ Yes \_\_\_ No

Payment Made: \_\_\_\_\_ Amount \_\_\_\_\_ Date

**Total Numbers of Attendees:** \_\_\_\_\_ **Staff Initials:** \_\_\_\_\_

# Arlington Heights Historical Museum Room Rental Terms and Conditions

*Please read the following conditions before signing this rental application agreement.*

1. Museum buildings and grounds shall be left in a clean and orderly condition. If there is a spill, especially coffee or colas on the carpet, the Group/Individual shall notify Museum staff ASAP so that a stain does not set.
2. Alcohol is not permitted on Museum property.
3. When temporary signs and/or other physical additions and/or changes are desired, prior approval must be obtained from Museum staff. All signs posted and/or other physical additions on the Museum property must be removed by the Group/Individual upon the conclusion of the rental.
4. The various rooms at the Museum must be maintained at a certain temperature due to preservation of the historical collections. Therefore, temperature control and opening of doors and windows will be monitored and maintained by Museum staff.
5. Light refreshments (i.e. cake, coffee, pizza, etc.) may be brought in. Limited kitchen facilities are available for use with prior permission (i.e. coffee urns, refrigerator, microwave, etc.).
6. Smoking inside is prohibited.
7. No materials, objects or equipment belonging to the Museum may be touched or moved without approval and/or only under the supervision of authorized Museum staff.
8. Use of lighted candles is prohibited (exception made for small cake candles).
9. The Museum will not be responsible in the event that the meeting room becomes unavailable because of circumstances beyond its control. This includes but is not limited to: power failure, roof leaks, structural damage, lack of sanitary facilities, and/or closure of the facility by the Village of Arlington Heights or the Arlington Heights Park District. All fees will be returned in full in the case of such an occurrence.
10. The Arlington Heights Historical Museum does not assume any liability for property lost or stolen on the Museum premises or for personal injuries sustained on the premises during the Group/Individual use of the premises. The Group/Individual hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that the Group/Individual and their attendees/guests may sustain as a result of this agreement. The Group/Individual further agrees to waive and release the Arlington Heights Historical Museum: Arlington Heights Park District, Village of Arlington Heights, and the Arlington Heights Historical Society from any and all losses, claims, suits or judgments or damages that Group/Individual and their attendees/guests participants might sustain as a result of any and all activities connected with or associated with this agreement.
11. The Group/Individual renting a room at the Museum will be responsible for the conduct of their attendees/guests and any damage to the premises resulting from the acts of such attendees/guests.
12. Payment will be made in full no less than one week prior to the scheduled event.

## Other Conditions

If this box is checked, *a certificate of insurance is required from your group naming the Arlington Heights Park District, the Village of Arlington Heights and the Arlington Heights Historical Society as additional insured.* Please forward this certificate to the Museum Administrator two weeks prior to the date of the event.

**By signing this application you are confirming you have read and understand these terms and conditions.**

**Thank you.**

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Available A/V Equipment for rent (\$25)

- LCD projector
- Smartboard
- Portable screen
- Speakers

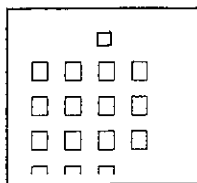
## Arlington Room (Approx. 24' x 42'/capacity 75)

**Type of Set up Needed:** (Please Circle one and state how many chairs and tables needed.)

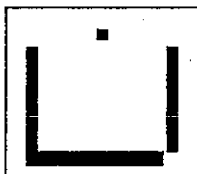
\_\_\_ **Chairs**

\_\_\_ **Tables**

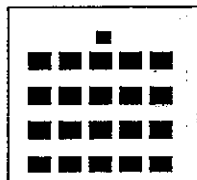
### Lecture



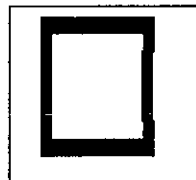
### Conference



### Classroom

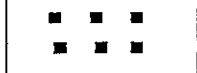


### Board Room



### Party - Style A

Set-Up with  
Card Tables



### Party - Style B

Set-Up with  
8-ft Tables



### Party - Style C

Set-Up with  
5-ft Tables



### Capacity

Lecture	75
Conference	45
Classroom	55
Board Room	50
Party-Style A	55
Party-Style B	55
Party-Style C	55

	Hourly Rates (Mon-Thurs)	Hourly Rates (Fri-Sun)
Resident	\$45.00	\$55.00
Non-resident	\$60.00	\$70.00
Commercial	\$85.00	\$95.00
Non-profit	\$40.00	\$50.00
<b>*Museum Household Member</b>	<b>\$33.75</b>	<b>\$33.75</b>

### Payment method:

*Payment is required in full at least one week prior to scheduled event.*

- **Cash**
- **Check** (please make checks payable to Arlington Heights Historical Museum).
- **Online** via Arlington Heights Park District website: [www.ahpd.org](http://www.ahpd.org). \*Please note: a park district account must be created to pay online.

\*Save by purchasing a yearly Museum Membership. Ask a staff member on how to become a member.