



# THE FREIGHT ROOM

at DeKalb County Community Foundation

475 DeKalb Ave., Sycamore, IL 60178

815-748-5383 | 815-748-5873 fax

[www.dekalbccf.org](http://www.dekalbccf.org)

## **POLICY & AGREEMENT FORM**

### **Rental Eligibility**

The mission of the DeKalb County Community Foundation is to enhance the quality of life in DeKalb County by proactively addressing community needs and expanding, managing, and distributing philanthropic resources. We are pleased you chose our facilities to host your event. In order to maintain the beauty of the facility and make it available to as many groups as possible, the following policy and guidelines have been established:

- Community Foundation facilities cannot be used
  - for political purposes
  - by organizations whose mission or objectives are inconsistent with those of the Foundation
  - for personal use such as weddings, anniversaries, birthday parties, etc.
  - for weekly or monthly meetings on a continuing basis.
- Reservations will be accepted no more than six months in advance.
- The Foundation reserves the right to rent The Freight Room subject to its availability and subject to the ability of an official Foundation staff representative to be present at all times in the building during the time of an event.

### **Reservation Confirmation & Cancellation Procedures**

Reservations are considered confirmed only when the following are received and acknowledged no less than five days prior to the event:

1. Completed Facility Usage & Fee Agreement form (see end of this document).
2. Payment of the rental fee (any overage will be invoiced after the event).
3. A Certificate of Insurance for liability coverage naming the DeKalb County Community Foundation as additionally insured.

Cancellations of previously confirmed events must occur prior to 48 hours of the start of the scheduled event in order to receive a full refund of the fee. The Community Foundation reserves the right to cancel reservations at its discretion with proper notice.

### **Emergency Contact**

In the event of an emergency before, during or after your event, please do not hesitate to contact the following: DeKalb County Community Foundation Executive Director, Dan Templin: 815-757-8653; Administrative Manager, Barb King: 815-761-9448.

## **Ethical Standards**

The Community Foundation presumes that all organizations hosting events at our facility will uphold high ethical standards and behavior and observe nondiscrimination with regard to race, color, religious creed, national origin, citizenship, ancestry, age, present or past history of mental disorder, mental retardation, learning disability, physical disability, sex, sexual orientation, marital status, veteran status, or any other characteristic protected under applicable federal, state or local laws.

## **Guest Parking**

- **Before 3:30 pm** – Use the parking lot on the corner of Sacramento and State or street parking on Sacramento. Please do not park in the lot directly adjacent to the Depot.
- **After 3:30 pm** – Additional parking may be available in lots directly east and north of the Depot.

## **Smoke-Free**

The DeKalb County Community Foundation building and grounds are a smoke-free environment.

## **Rules**

1. **Food & Beverages** – Food and beverages may be served in The Freight Room; however, they must be removed immediately upon the conclusion of your event. You are responsible for your own catering arrangements. The Freight Room consists of: counter-top space, a sink, a large refrigerator, outlets, a coffee pot, and a microwave. The Foundation does not provide plates, cups, napkins, utensils, ice, coffee, creamer, sugar, etc.
2. **Alcohol** – Organizations may, with Community Foundation permission, provide alcohol as part of their event under the following circumstances:
  - a. Organizations must comply with the City of Sycamore’s ‘Catered Special Events’ requirements in the City Code. A permit may be required from the City for the event.
  - b. Organizations must have a liquor-licensed Caterer/Bartender to sell or provide alcohol during the event.
  - c. Alcohol may only be served by a representative of a liquor-licensed Caterer/Bartender that is permitted to provide such catering services.
3. **Room Set-Up** – If you have reserved The Freight Room, it is your responsibility to set up the tables and chairs in the desired setting. *If you are not physically able to set-up the room, please let a representative of the Foundation know and someone will assist you.*
  - a. **Capacity** (per Fire Department) - Maximum capacity of 99
  - b. **Tables** – 25, 5’long & 24’’deep tables
  - c. **Chairs** – 50 cushioned chairs, and 25 plastic chairs (75 chairs total)
  - d. **Other** – Wooden podium, microphone, ceiling mounted LCD projector, wireless internet, a telephone (local calls only) and Polycom for conference calls.

If you will be using the projector, the Foundation does provide a laptop. Please plan extra time to test your equipment. If needed, instructions for the projector will be provided. Please follow them carefully.

Organizations using The Freight Room are welcome to test technology equipment. The Foundation does not provide technology support for organizations using The Freight Room.

4. **Signage** – Meeting signs may be posted only on the portable sign posts provided or by the user. Signs may only be applied to the walls with permission. The Community Foundation will provide minimal signage for your event.
5. **Hours** – Regular building hours are 8:00 am - 5:00 pm, Monday – Friday. Weekends, holidays and evenings may be available upon request.
6. **Clean-up** – You and your organization are responsible for general clean-up of The Freight Room. Cleaning supplies such as mops and brooms are provided. Tables and counters should be wiped and the trash needs to be emptied. All garbage should be taken to the trash/recycling bins outside and new bags put in the garbage recycling cans. The Foundation reserves the right to charge your organization for the cost of clean-up.
7. **Damages** – If damages occur while using The Freight Room, the organization using it will be held responsible.
8. **Decorations** – Open flames, smoke machines, hanging lights, glitter, confetti, sparklers and live animals (with the exception of service animals) are not permitted on the Foundation property without prior permission. Decorations and signs may only be applied to the walls with permission from the Foundation.

### **Room Usage Fee**

Please include setup and cleanup time in calculating your rental fee.

	<b>All day</b> (up to 8 hours) between 7 am - 5 pm	<b>½ Day</b> (up to 4 hours) between 7 am - 5 pm	<b>Up to 2 hours</b> between 7 am - 5 pm	<b>Hourly Rates</b> <i>(subject to availability)</i> After 5 pm <u>Monday - Thursday</u> After 5 pm <u>Friday &amp; Weekends</u>
Not-for-profit organizations	<b>\$100</b>	<b>\$50</b>	<b>\$25</b>	<b>\$25/\$50</b>
For profit organizations	<b>\$200</b>	<b>\$100</b>	<b>\$50</b>	<b>\$50/\$75</b>

### **Insurance**

All organizations utilizing The Freight Room must provide a Certificate of Insurance for general comprehensive liability with limits of at least \$1,000,000, naming the DeKalb County Community Foundation as an “Additional Insured.”

## FACILITY USAGE & FEE AGREEMENT

Thank you for your interest in using the DeKalb County Community Foundation facilities. In order to process your request, please complete and return this form by fax (815-748-5873), mail (475 DeKalb Avenue, Sycamore, IL 60178), or email (barb@dekalbccf.org). The applicant agrees to abide by the policies and responsibilities stated above.

Organization Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Event Name \_\_\_\_\_

Event Purpose \_\_\_\_\_

Date Requested for Room Rental \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

Set-up Time Needed (*Pre-event*) \_\_\_\_\_ Event Start Time \_\_\_\_\_

Clean-up Time Needed (*Post-event*) \_\_\_\_\_ Event End Time \_\_\_\_\_

**Technology Requested** (*Laptop computer provided if needed*)

- Projector    Microphone    Internet Access    Phone for Conference Calls

**Food and Beverages**

- Provided by Organization  
 Catered/Delivered by (*Caterer Name*) \_\_\_\_\_

**Alcoholic Beverages Provided at Event?**    Yes    No

(*If YES, must NOT be sold on premises and must be served by a licensed caterer*)

TIME _____
TIME _____
_____
<b>TOTAL TIME</b> ( <i>Set-up, event, clean-up</i> )
<b>OFFICE USE ONLY</b>

**TOTAL ROOM USAGE FEE** (*to be paid in advance of event; overage invoiced after event*) \$ \_\_\_\_\_

It is understood by the User that failure to adhere to the policy guidelines and agreement may be cause for denial of future room usage whether previously scheduled or not. The User understands that the DeKalb County Community Foundation is NOT responsible for any injuries, loss of property or damages that may occur to renters (*or parties to which they are responsible*) on Foundation property.

User: \_\_\_\_\_  
(*Signature of Responsible Party*)

\_\_\_\_\_  
(*Printed Name of Responsible Party*)