



**THE FREIGHT ROOM**  
at DeKalb County Community Foundation

475 DeKalb Ave., Sycamore, IL 60178  
815-748-5383 | [dekalbccf.org](http://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 addressing community needs and expanding, managing, and distributing philanthropic resources. We are pleased you chose our facilities to host your event. 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 are accepted up to 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](#).
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 48 hours before the start of the scheduled event 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 Sara Nickels: 636-331-8126.

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

## **Smoke-Free**

The 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 catering arrangements. The Freight Room consists of a 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 permitted to provide such catering services.
3. **Room Set-Up** – If you have reserved The Freight Room, you are responsible for setting 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 computer with access to the projector. If using the provided computer for your presentation, please bring a USB flash drive or similar device containing your materials. If you choose to bring a computer, please plan extra time to test your equipment. If needed, instructions for the projector are provided. Please follow them carefully.

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

1. **Signage** – Meeting signs may be posted only on the portable signposts 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.
2. **Hours** – The Freight Room is available during regular building hours, 8:00 a.m. - 5:00 p.m., Monday – Friday. Weekends, holidays, and evenings are not available.
3. **Clean-up** – **You and your organization are responsible for the 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 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.
4. **Damages** – If damages occur while using The Freight Room, the organization using it will be held responsible.
5. **Decorations** – Open flames, smoke machines, hanging lights, glitter, confetti, sparklers, and live animals (except for 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 8 a.m. - 5 p.m.	<b>½ Day</b> (up to 4 hours) between 8 a.m. - 5 p.m.	<b>Up to 2 hours</b> between 8 a.m. - 5 p.m.
Nonprofit organizations	<b>\$100</b>	<b>\$50</b>	<b>\$25</b>
For profit organizations	<b>\$200</b>	<b>\$100</b>	<b>\$50</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.