

ILLINOIS Request for Use of University of Illinois Arboretum Premises

This form is provided by The Arboretum at the University of Illinois at Urbana-Champaign. The Arboretum is available for organized events from 8:00 am–dusk. The University is held harmless for any accident that might occur during the scheduled event that involves the undersigned sponsor, service providers hired by the sponsor or vehicle/equipment used in connection with this event/function. The undersigned sponsor is responsible for all clean up and agrees to reimburse the University for any damage to University property as a result of his/her scheduled event. The undersigned sponsor understands that there are no restrooms, changing facilities, shelter, drinking water or telephones on the premises. *General use guidelines and information are noted on the back.*

UI Arboretum
 University of Illinois Arboretum
 1102 S. Goodwin Avenue
 N-409 Turner Hall, MC-047
 Urbana, IL 61801
 (217) 244-8160

Reservation Number: _____

Name of Sponsoring Organization or Individual				
Type of Event				
Please check one of the boxes which best describes your event				
Campus Administrative Unit	Campus Academic Unit	Campus Recreation/Athletics	Registered Campus-Community Organization	
Outside Organization	Private Party (explain purpose)			
Dates		Hours		
Please answer the following questions		Special Needs (please describe)		
1. Will there be a set up (need for equipment or services)?		yes	no	
2. Will alcohol be served?		yes	no	
3. Will food or beverages be served?		yes	no	
Contact Information				
Name			Address	
City	State	Zip	Work Phone	
Cell Phone			E-mail	
Fees/Payment				
The facility use fee for the Arboretum is \$500 per event. Payment may be made by check or money order. Checks and money orders should be made payable to the University of Illinois and forwarded to the address at the top of this form.				
Campus	Fund	Org	Account	Program
<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
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Sponsor Signature			Date Submitted	
Arboretum Approval			Date Approved	

INSURABILITY

The sponsor certifies that she/he is properly insured to hold the University harmless for any accident, which might occur with the event by the applicant or anyone assisting the applicant, or any vehicle/equipment being used in connection with this event/function.

DAMAGE TO UNIVERSITY PROPERTY

The sponsor agrees to reimburse the University of Illinois for any damage to University property as a result of their function/event. The sponsor understands the public function guidelines for use of The Arboretum premises.

RESERVATION/EVENT FEE

The \$500 event fee is due 30 days before the event and is refundable if notification of cancellation is received no less than seven days prior to the scheduled event. The \$500 base fee covers the cost of security, site management, and use of the site. The event fee is non-refundable if the event is canceled due to inclement weather. A check or money order, or C-FOAP may be accepted.

SECURITY DEPOSIT (Reservation fee & security deposit must be submitted separately)

In the event that a security deposit is required, \$150 is due at the time the request form is submitted. The deposit payment by check may be post-dated up to one year prior to the event. If it is determined that there has been no damage to University property as a result of the function/event and that there has been reasonable cleanup of the premises, the deposit will be returned. The deposit is non-refundable in the event of cancellation.

PARKING

Limited parking is available in the lots on South Lincoln, outside the Noel Welcome Garden and south of the Japan House. Enforced parking is available at meters along South Lincoln Avenue between the hours of 6:00 am and 5:00 pm Monday through Friday. After hours and weekends are free.

OPEN TO THE PUBLIC

The Garden will remain open to the public during all organized events.

APPROVAL

Written confirmation will be provided to the applicant. Please allow seven days for the review and approval process. After an event is approved, the sponsor, or sponsor representative must meet with the Arboretum staff to discuss specific arrangements.