

## READ THIS VERY CAREFULLY.

### Policies

Those desiring to use the facilities at 1550 S. State Street must follow these steps:

1. Complete and submit an application honestly describing the details of requested space usage to the best of the applicant's knowledge.
2. After the application is received, a Daystar representative will notify the applicant within 2 business days to confirm the status of their application. If approved, the confirmation will include an invoice for a 50% deposit. If denied, the Daystar representative may or may not give reasons or allow edits for re-submission at Daystar's sole discretion.
3. The deposit must be received within 2 weeks of receipt or the application will be voided.
4. After the deposit is received, an invoice for the balance will be sent.
5. The remaining balance is due 2 weeks prior to the space usage. A late fee of \$10 will be assessed if payment is not received by this deadline.

\* For applications received less than 2 weeks from the usage date, the applicant must submit full payment within 24 hours of the approval of their application. Either the application will be voided or a late fee of \$10 will be assessed if payment is not received by this deadline.

By submitting an application, the applicant agrees to the following regulations for space use.

#### A. Applicant

1. Applications must be signed by a person 21 years or older, who personally or on behalf of an organization undertakes to pay the entire costs and abide by these policies.

#### B. Liability

2. In consideration for use of the space, the applicant agrees to indemnify, save, and hold harmless the Daystar School and Daystar Center from any and all claims connected with, in whole or in part, by act or omission of said applicant or any person admitted to the premises by the applicant.
3. Prior to facility use, all groups using the facilities must provide evidence of liability insurance in the amount of one million dollars. School and Center groups are exempt from this requirement.
4. The applicant will be responsible for any losses, injuries, or damages to persons or property that may occur while using the facilities, including the parking lot.
5. The applicant is responsible for the behavior of their guests. If items are broken, stained, or ruined in other than normal wear-and-tear, the applicant is responsible for the costs of repairing or replacing the damaged items.
6. The applicant must refrain from using any entrances and exits not normally monitored during the facility usage to ensure the security of the building.

#### C. Acceptable Use

1. Those using the facilities at 1550 S. State will conduct orderly meetings and gatherings not to incite others to disorder nor be abusive of other groups or individuals.
2. Use of facilities, equipment, furniture, and parking is limited to the requests made in the application. Any changes to the requested use must be made in writing. The requested changes will be approved or denied in writing. The facilities may not be used for any other purpose or in any other way than outlined in the application unless written permission is given.
  - a. All applicants are responsible to provide their own supplies.
  - b. Tables, chairs, and other furnishings shall not be moved from one area to another without approval.
  - c. The applicant will be given access to the space at the time stated on the application.
  - d. The closing time stated on the application is the time by which the facilities are to be vacated.
  - e. If the applicant's use of the space goes over the time indicated on the application, the applicant will be billed by the minute two times the normal rate for the space.
  - f. If parking spaces are included in the application, the number of parking permits indicated on the application will be issued and must be used in all vehicles related to the applicant's use of the facilities. Any vehicles not displaying permits may be towed at the owner's expense.
3. A representative of the Daystar School or Daystar Center must be present during any facilities use. This representative will be accessible to the group using the space but cannot make exceptions to these policies or changes to the requests made in the application. The representative's instructions regarding use and care of the building must be followed.
4. Supervision of all children's activities is required in all areas occupied and accessible during the applicant's use of the facilities. Such supervision is a condition of granting permission to use the facilities. Supervisors must be 21 years of age or older and must arrive on the premises at least 15 minutes prior to the children.

5. When the applicant's usage is completed, the facilities should be vacuum ready. All waste materials are to be collected and placed in containers provided by the facility.
6. Due to multiple spaces being used simultaneously, noise levels must be maintained to a reasonable level.
  - a. If the applicant anticipates their activity being loud due to amplified music, group singing, lots of children, etc., they must indicate this on the application so that Daystar representatives can make sure it will not disturb other activities happening nearby.
  - b. During the space use, the on-site Daystar representative will monitor noise levels. If asked to be quieter, the applicant must comply immediately or the space usage will be terminated and the applicant and their guests asked to leave.

D. Cancellations

1. Any Daystar School or Daystar Center function, regardless of when it is put on the schedule, takes priority over any other use of the facilities.
2. Any cancellations must be made in writing.
3. Fifteen days prior to the space usage, all deposits and monies collected are non-refundable.
4. Should the applicant choose to cancel the usage more than 15 days prior to the space usage, the deposit can be refunded minus a ten percent cancellation fee or the deposit can be applied to a future usage within 1 year.
5. Any refunded amounts will be returned to the applicant within 2 weeks of cancellation.
6. The Daystar School and Daystar Center are not held liable for activities not being held due to uncontrollable circumstances or acts of God.

DI. Prohibited Items

1. No tobacco or drugs are allowed in the facility. No smoking is permitted in the building or parking lot.
2. Alcohol use is permitted only with written permission from the Daystar School property committee. There is a processing fee associated with this permission. Red wine is strictly prohibited, no exceptions.
3. No persons shall possess, discharge, or set off any fireworks, firearms, weapons, or other explosive devices in the facilities. There shall be no open flames used in the facilities.
4. No pets are allowed inside the building. Service dogs are permitted.
5. Kitchen and kitchen equipment are not to be used without authorization.
6. Food and drink are allowed in some areas but not others.
  - a. Applicants must submit food and drink details on their application and monitor their guests for adherence to the approved details of food and drink.
  - b. If approved, only clear liquids and liquids in cups with lids are allowed in all areas outside the coffee bar area. Red wine is strictly prohibited, no exceptions.
  - c. Use of food and drink will require an extra cleaning fee. This cleaning fee can be waived if the applicant makes catering arrangements through Overflow Coffee Bar since they do the cleaning when their catering services are used.
  - d. For events open to the public, all food and drink must be from a caterer with a food service license in the City of Chicago or be pre-packaged. If the event is private and by-invitation only, then food and drink may be homemade.
  - e. The applicant agrees to ensure all food and drink is safe for consumption.
7. Items may not be pinned, taped, or glued to the chairs, walls, tables, or other items belonging to the facilities.
8. Sidewalks, halls, and passages may not be obstructed by anyone using the facilities and are not to be used for any purpose other than for ingress to and egress from the building.

It is understood and agreed that should the applicant or the applicant's guests fail to adhere to all policies and procedures and conform to the proper use of the facilities, the Daystar School and Daystar Center may, at their discretion, terminate this agreement and require the applicant and the applicant's guests to vacate the building (during the event if necessary), forfeiting any and all fees and monies. The applicant will also be responsible and liable for any costs exceeding the amount of the fees received, including repairs of damages.

Daystar School and Daystar Center are bound by the policies and rules enforced by the City of Chicago and the State of Illinois and the policies contained here are subject to change at any time.

These policies and procedures are accepted and agreed to on \_\_\_\_\_ by:

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Name)

\_\_\_\_\_

(Organization)

# Use of Daystar Facilities Application



Date of Application: \_\_\_\_\_

## Applicant Information

Name of Organization: \_\_\_\_\_

Tax-Exempt Organization:  Yes (Attach tax exempt letter.)  No

Name of Responsible Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

I prefer to be contacted by:  Phone  Email.

Website: \_\_\_\_\_

## Activity Information

Nature of Activity: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Day(s):  Su  M  Tu  W  Th  F  Sa

This is a recurring request.  Yes  No If yes, frequency: \_\_\_\_\_

Hours: \_\_\_\_\_  am or  pm to \_\_\_\_\_ am or pm

**TIME MUST INCLUDE SET-UP AND CLEAN UP.**

Anticipated Attendance: \_\_\_\_\_

Age Group: \_\_\_\_\_

# of Adult Supervisors, if for children or youth: \_\_\_\_\_

Room(s) Requested:

- Gathering Place
- Great Room/ Gym
- Auditorium
- Art Room
- Suite 102
- Suite 100
- Suite 112 or 114

- Suite 110
- Suite 108
- Art Room (add on)
- Combination of 2. (Select 2.)
  - Gathering Place
  - Great Room
  - Auditorium

## Use of Daystar Facilities Application (continued)

Add-Ons Requested: (See fees associated with each add-on on page 4.)

- |  |   |
|--|---|
| <input type="checkbox"/> Tables                  | <input type="checkbox"/> Stage                                      |
| Square Quantity: _____                           | <input type="checkbox"/> Sound, # of Mics: _____                    |
| Round Quantity: _____                            | <input type="checkbox"/> Sound/Projection Operator, # of Hrs: _____ |
| Rectangle Quantity: _____                        | <input type="checkbox"/> Music Stand, Quantity: _____               |
| <input type="checkbox"/> Chairs, Quantity: _____ | <input type="checkbox"/> Table and Chair Set up and Tear Down       |
| <input type="checkbox"/> Projector               | <input type="checkbox"/> Extra Security                             |
| <input type="checkbox"/> Bounce House            | <input type="checkbox"/> Other: _____                               |

Number of Parking Permits Needed: \_\_\_\_\_

**Permits must be displayed in cars parked in the lot. Permits will be provided.**

Will food or drink be served?  Yes  No

Will alcoholic beverages be served?  Yes  No

If yes to either, provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have Overflow Coffee Bar contact you regarding catering?  Yes  No

Anticipated Noise Level:

- Loud (examples: amplified music, group singing, lots of young children)
- Moderate (examples: group discussions, acoustic music, party with low music)
- Quiet (examples: business meeting, yoga, study session)

Notes and Special Requests (if required): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

By signing below, I (the applicant) agree to adhere to all the policies and procedures as outlined by the Daystar School and Daystar Center. I also certify that I am 21 years of age and able to enter this agreement on my own behalf or on the behalf of the organization listed above.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_