



THE GATHERING ROOM

At the DeKalb County History Center

1730 N. Main Street, PO Box 502, Sycamore, IL 60178
815-895-5762 – www.DeKalbCountyHistory.org

POLICY & AGREEMENT FORM

Rental Eligibility

The mission of the DeKalb County History Center (DCHC) is to inspire curiosity in DeKalb County's history by gathering, exploring, and inspiring people. We are pleased you chose our facility 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.

- DCHC facilities cannot be used
 - For political purposes
 - By organizations whose mission or objectives are inconsistent with those of the DCHC
 - For weekly or monthly meeting of a continuing basis
- Reservations will be accepted no more than six months in advance.
- The DCHC reserves the right to rent The Gathering Room subject to its availability and subject to the ability of an official DCHC staff representative to be present at all times in the building during the time of an event.

Reservation Confirmation and 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 and 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 History Center 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 DCHC 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: DCHC Executive Director, Michelle Donahoe: michelle@dekalbcountyhistory.org

Ethical Standards

The DCHC 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.

Smoke-Free

The DCHC building and grounds are a smoke-free environment.

Rules

1. **Food and Beverages** – Food and beverages may be served in The Gathering Room; however, they must be removed immediately upon the conclusion of your event. You are responsible for your own catering arrangements. The Gathering Room consists of counter-top space, a sink, a small refrigerator, outlets, and a small coffee pot. The DCHC does not provide plates, cups, napkins, utensils, ice, coffee, creamer, sugar, etc. Food and beverage are not allowed outside of the Gathering Room.
2. **Alcohol** – Organizations may, with DCHC 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 Gathering Room, it is your responsibility to set up tables and chairs in the desired setting. *If you are not physically able to set-up the room, please let a representative of the DCHC know and someone will assist you.*
 - a. **Capacity** (per Fire Department) – Maximum capacity of 99—Standing only. 50-60 with tables
 - b. **Tables** – 10, 6’ long, 10 round tables
 - c. **Chairs** – 100 chairs
 - d. **Other** – Wooden podium, microphone, ceiling mounted LCD projector, and wireless internet. Please plan extra time to test your equipment. If needed, instructions for the projector will be provided. Please follow them carefully.

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

4. **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 DCHC will provide minimal signage for your event.
5. **Hours** – Regular building hours are 10:00 am – 4:00 pm, Tuesday – Saturday. Weekends, holidays, and evenings may be available upon request.
6. **Clean-up** – You and your organization are responsible for general clean-up of The Gathering 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 DCHC reserves the right to charge your organization for the cost of clean-up.

7. **Damages** – If damages occur while using The Gathering Room, the organization using it will be held responsible.
8. **Decorations** – You are responsible for providing table coverings and any decorations. Decorations may be placed on the tables, floors, and windowsills. No tape, nails, staples, tacks, glitter or self-adhesive hooks may be used. Nothing can be attached to the walls or ceiling. Fresh cut flowers and foliage and dried floral decorations and arrangements are permitted in The Gathering Room. Wax candles and open flames are prohibited. Battery powered candles are permitted.

Room Usage Fee

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

	All day (up to 8 hours) Between 9 am – 4 pm Tuesday - Friday	1/2 day (up to 4 hours) Between 9 am – 4 pm Tuesday – Friday Saturday 12-3	Up to 2 hours Between 9 am – 4 pm Tuesday – Friday Saturday 12-3	Hourly Rates (subject to availability) After 4 pm Tuesday – Friday; after 3:00 pm on Saturday, and any time on Sundays and Holidays (days the History Center is closed)
Not-for-profit organizations	\$100	\$50	\$50	\$75
Other groups and organizations	\$200	\$100	\$75	\$100

Insurance

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



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FACILITY USAGE & FEE AGREEMENT

Thank you for your interest in using the DeKalb County History Center facilities. In order to process your request, please complete and return this form by mail (PO Box 502, 1730 N. Main St., Sycamore, IL 60178), or by email (michelle@dekalbcountyhistory.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

- 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. Copy of liquor permit required.)

TIME _____
TIME _____
TOTAL TIME (Set-up, event, clean-up)
OFFICE USE ONLY

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 History Center is **NOT** responsible for any injuries, loss of property or damages that may occur to renters (*or parties to which they are responsible*) on DCHC property.

User: _____
(Signature of Responsible Party)

(Printed Name of Responsible Party)