



Rental Information  
for the

**SAGE**  
Therapeutic Recreation  
Center

at the  
NISRA Office  
285 Memorial Drive  
Crystal Lake





Community Room



Board Room



Art Studio



Teaching Kitchen



Computer Lab



Music Room

- Need a space for meetings? What about a birthday party or celebration?  
*Consider the Sage TR Center!*
- Contact Dana Seehafer, NISRA Senior Manager of Operations, at 815-459-0737, ext. 227 or [dseehafer@nisra.org](mailto:dseehafer@nisra.org)

# NISRA

Facility Request Form  
Sage Therapeutic Recreation Center  
285 Memorial Drive, Crystal Lake, IL 60014  
815-459-0737 Fax 815-459-0388

## GENERAL INFORMATION

Contact Name:	
Organization:	
Address:	City/Zip
Phone:	Cell Phone:
E-mail:	

## RENTAL INFORMATION

Day(s) & Date(s) of Event/Meeting:	
Room(s) Requested:	
Description of Event:	# of people:
Start Time:	End Time:

## RENTER CATEGORIES

	Check One	√
Category A – Social Service Agencies/Community Service Clubs	<input type="checkbox"/>	<input type="checkbox"/>
Category B – Disability related support groups	<input type="checkbox"/>	<input type="checkbox"/>
Category C – Families of NISRA participants	<input type="checkbox"/>	<input type="checkbox"/>

## HOURLY RENTAL FEES

Room	Category A	Category B	Category C	# Hours	Total Fee
Community Room (cap: 75)	\$10	\$20	\$30		
Music Room (cap: 10)	\$10	\$20	\$30		
Computer Lab (cap: 6)	\$10	\$20	\$30		
Board Meeting Room (cap: 25)	\$10	\$20	\$30		
Teaching Kitchen (cap: 10)	\$20	\$30	\$40		
Art Studio (cap: 12)	\$20	\$30	\$40		

<b>A \$75 security deposit is required for all non-meeting rentals</b>	
Total Rental Fees Due:	\$
Security Deposit:	\$
50% Discount on additional rooms rented after first room rental:	\$
<b>Total Amount Due:</b>	<b>\$</b>

**FULL PAYMENT MUST ACCOMPANY COMPLETED FORM**

## PAYMENT INFORMATION

Deposit Paid \$:	Date:
Rental Fee Paid \$:	Date:
Check #:	Cash:

## VISA OR MASTERCARD ONLY

Card Number:	
Expiration Date:	3 digit code:
Signature:	Date:

I/we, the undersigned lessee(s) agree to lease/reserve the facility/property of Northern Illinois Special Recreation Association (NISRA), Crystal Lake, IL 60014

1. That NISRA does not assume any liability for property lost or stolen on NISRA's premises, or for personal injuries sustained on the premises during Lessee(s) use of the premises and Lessee(s) hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that Lessee(s) may sustain as a result of this Agreement. Lessee(s) further agrees to waive and release NISRA from any and all losses, claims, suits or judgments or damages that Lessee(s) might sustain as a result of any and all activities connected with or associated with this Agreement.
2. Lessee(s) is solely responsible for providing any and all supervision at all times during Lessee(s) use of any facility, including but not limited to the leased facility, and all common areas. Further, Lessee(s) shall be responsible for ensuring that Lessee's guests and invitees comply with all applicable rules and regulations pertaining to use of NISRA's facilities. Lessee(s) shall not permit any area to be used for any disorderly or unlawful purpose during the period of this Agreement.
3. The Lessee(s) shall vacate the facility) at the time(s) and date(s) indicated above or be charged \$25.00 per hour of overtime use.
4. It is fully understood and agreed by the parties that the Lessee(s) guarantees to defend, indemnify and hold harmless NISRA its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.
5. Lessee(s) may not assign this Agreement without NISRA prior written consent. This Agreement represents the entire understanding between the parties. This Agreement may be modified or altered only by further agreement in writing between the parties. The laws of the State of Illinois shall govern interpretation of this Agreement.
6. Lessee(s) shall keep in force, to the satisfaction of NISRA at all times relevant hereto, general liability and bodily injury insurance in the amounts of \$1,000,000.00 for each person and each occurrence, and property damage insurance in amounts of \$1,000,000.00 for each occurrence and aggregate total. The Lessee(s) agrees that before the covered function(s) may commence on NISRA property/facility, the Lessee(s) shall furnish Certificate of Insurance (if applicable) for the insurance coverage required herein, naming NISRA as an "additional insured" no later than 2 weeks prior to the reservation.  
Initial \_\_\_\_\_
7. The insurance shall contain no special limitation on the scope of protection afford NISRA and shall contain a "contractual liability" clause. Lessee's insurance shall be primary insurance as respects NISRA. Any insurance or self-insurance maintained by NISRA shall be in excess of Lessee's insurance and shall not contribute with it. Lessee's insurer shall agree to waive all rights of subrogation against NISRA.
8. The lessee will be responsible for the conduct of all persons in attendance at the facility stated above. The lessee shall hold harmless NISRA as from any and all claims, demands, causes of action, litigation or liability related to damages to the person or property of lessee or any third parties by reason of the lease in use of the all-purpose room by the lessee. I/We (as lessee) hereby assume liability for any damage to the facility equipment, or personal property located therein of NISRA or NISRA Personnel during lessee's use pursuant to this agreement. I/We (as lessee) hereby further agree that NO alcoholic beverages will be brought in/on NISRA property/premises and no NISRA equipment or property shall be removed from the premises without permission of the NISRA Director.

Signature

Date

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## Facility Reservation Policy

Approved reservations agree to abide by the following:

The facility is available to approved groups for social, civic, business, cultural, recreational, or charitable purposes. Use of the facility for individual or personal gain is prohibited. Reservations will be accepted from adults 21 years or older at NISRA office. A rental application form must be completed and signed by renter and department representative. Cash, check or credit card deposit is required to guarantee a rental. Recreation activities, programs, events, and classes scheduled by NISRA hold first priority status in facility scheduling. **Available rental hours: M-F, 5:00-10:00pm, Saturday and Sundays, 9:00am-10:00pm.**

The individual for whom the reservation is made shall be responsible for any loss or damage to the property during the tenure of their reservation and shall reimburse NISRA for replacement cost of the property. The renter agrees to abide by all City, State, and Federal law. NISRA will not be liable for damage, injury or loss to person or property that may occur during the occupancy of the facility. The renter will agree to hold NISRA and its employees fully harmless for any actions that may arise out of the use of the facility. If damages occur beyond the deposit, the renter will be held responsible for the difference.

The renter shall arrange the room, remove food and personal items after use, and clean the kitchen area (if applicable) before leaving. The renter must place all trash in plastic bags, clean floors if there is excessive debris. The renter must provide any needed cleaning supplies. Rental groups must remove all equipment and supplies at the end of the rental. NISRA will not store nor be held responsible for any property left on the grounds. NISRA staff will complete a facility-cleaning checklist the following business day.

**The use of a controlled substance or alcohol is prohibited on the premises. Gambling will not be permitted on the premises. Smoking is not permitted in the building.** NISRA is permitted the authority to determine unacceptable behavior of individuals while on the premises, with the right to cancel reservations or request an offender to leave. Use shall be denied those violating NISRA policies.

Decorations must meet all fire codes (no open flames, votive, etc.) Nails, thumbtacks, etc. must not be used to attach decorations to the structure of/to the furnishings. **Confetti is not allowed.**

Clean-up time is included in the rental time. The renter is responsible for the setup and take down of all rental equipment. A limited number of tables and chairs are available for use. An extra charge will be assessed and deducted from the deposit if the rental exceeds the contracted time and/or expected attendance. Refunds will not be issued for rentals ending earlier than stated on the reservation agreement. Rentals may be extended after posted closing for cleanup only and by special arrangement.

**Extended rentals will be assessed staff fees at the rate of \$25.00 per hour per staff.**

All Businesses, Organized Groups, or any contracted 3<sup>rd</sup> party (i.e. caterer, DJ, entertainer, rental agency, etc.) **must** supply a Certificate of Insurance naming NISRA as "additional insured".

NISRA does not furnish eating utensils, plates, cups, service dishes, service utensils, tablecloths, decorating supplies, microphones, podiums, extension cords or other equipment.

Your signature indicates your acceptance of all regulations herein attached.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_