



### Athletic & Event Center

Romeoville Athletic and Event Center • 55 Phelps Ave., Romeoville, IL 60446 • (815) 552-3283 • [www.romeoville.org](http://www.romeoville.org)

# ATHLETIC & EVENT CENTER

## EVENT RENTAL AGREEMENT

### ORGANIZATION CONTACT INFORMATION **(ALL FIELDS REQUIRED)**

Organization: \_\_\_\_\_ Reservation Purpose: \_\_\_\_\_

Main Contact Person: \_\_\_\_\_ (Last Name, First Name) Email: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ (Mobile or Home) Website: \_\_\_\_\_

Date Requested: \_\_\_\_\_ (Circle: Mon, Tues, Wed, Thurs, Fri, Sat, Sun)

Time Requested (Plan for set-up and clean-up time): \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

*\*Refunds for canceled rentals will only be sent to the contact at the above address. All rentals need to be paid in full 10 business days prior to your rental date.*

### EVENT PRICING

*Please note gym rentals are not available for parties/events until after 7pm on Saturdays and Sundays.*

All rentals will receive 25 tables and 200 chairs at no charge.

FACILITY	HOURLY RATE	# OF HOURS	# OF HOURS
USAGE FOR TOURNAMENT, GAMES, & CAMPS Terms of Use/Exceptions/Concessions/Misc:	\$ _____ /DAILY (Rate negotiated by management _____)		
STREAMING FEE Must be approved by Operations Manager of Athletic and Event Center	<input type="checkbox"/> \$500 for entirety of tournament/event (Approved by management _____)		
CHANGE FEE (AFTER INITIAL AGREEMENT IS SIGNED, A \$100 FEE WILL BE BILLED FOR ANY CHANGE OF DATES ASSOCIATED WITH THE RESERVATION) _____ (initial here)			
COMMUNITY ROOM	<input type="checkbox"/> \$45		
NORTH GYM (500 Max)	<input type="checkbox"/> \$200		
TURF (with Manager approval)	<input type="checkbox"/> \$525		
FOYER	<input type="checkbox"/> \$100 DAILY (M-TH)/\$300 DAILY (F-SUN)		
Facility Rental Total:			

Minimum Required Down Payment 25% of total balance.

For all balances less than \$250, balance is due in full. Rental Deposit/Balances are nonrefundable in the event of cancellation less than 90 days of event date. (\$250 security deposit can be waived if a COI is provided. NOTE: COI must be turned in 2 weeks prior to event date or event will be cancelled.)

### OFFICE USE ONLY

HH#: \_\_\_\_\_

Comments: \_\_\_\_\_

COI Received 2 weeks prior to event/Security Deposit on File :  Yes  No COI Expires: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Final Paid Receipt #: \_\_\_\_\_ Paid Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Office Initials: \_\_\_\_\_

Managers Approval of Installment Payments

Pattern Rental:  Yes  No

Approved By Initial: \_\_\_\_\_

ADDITIONAL OPTIONS	RATE	# OF HOURS	SUBTOTAL
FOOD TRUCK (PARKING LOT ONLY) (requires Managers approval)	<input type="checkbox"/> \$350 PER DAY		
EXTRA CHAIRS	<input type="checkbox"/> \$2 PER CHAIR		
EXTRA TABLES	<input type="checkbox"/> \$10 PER TABLE		
INFLATABLE USAGE (PROVIDE INFLATABLE USE FORM) ADDITIONAL \$100 REFUNDABLE DEPOSIT IS DUE + \$75 USAGE FEE	<input type="checkbox"/> \$75		
STORAGE FEE (ANY EQUIPMENT NOT REMOVED BEYOND A 24-HOUR PERIOD WILL INCUR AN ADDITIONAL FEE.)	<input type="checkbox"/> \$100 PER DAY		
			Total Due: _____
Requested dates will NOT be held without down payment	<small>Minimum Required Down Payment 25% of total balance. For all balances less than \$250, balance is due in full. Rental Deposit/Balances are nonrefundable in the event of cancellation less than 90 days of event date. (\$250 security deposit can be waived if a COI is provided. NOTE: COI must be turned in 2 weeks prior to event date or event will be cancelled).</small>		
	Initial: _____		
Remaining balance is due a minimum of 10 business days prior to rental date (_____)	Initial: _____		

**EVENT DESCRIPTION****ALL EVENTS ARE REQUIRED TO CONCLUDE AT 11:00PM (INCLUDES CLEAN-UP AND BREAKDOWN). NO EXCEPTIONS.****RESERVATION PURPOSE:** \_\_\_\_\_**EVENT CATEGORY:**

<input type="checkbox"/> ATHLETIC/RECREATION	<input type="checkbox"/> DANCE/BANQUET/PARTY	<input type="checkbox"/> CONCERT/PERFORMANCE
<input type="checkbox"/> CRAFT/VENDOR SHOWCASE	<input type="checkbox"/> FESTIVAL/CELEBRATION	<input type="checkbox"/> EXHIBIT/MISCELLANEOUS/OTHER: _____

**ENTERTAINMENT & RELATED ACTIVITIES:**

<input type="checkbox"/> MUSICAL ENTERTAINMENT/EQUIPMENT (_____ # OF STAGES; _____ # OF PERFORMERS)	<input type="checkbox"/> INFLATABLE (PROVIDE INFLATABLE USE APPLICATION)
<input type="checkbox"/> CASINO GAMES, BINGO, RAFFLE/DRAWING, LOTTERY (PROVIDE BUSINESS AUTHORIZATION; SPECIAL PERMITTING REQUIRED THROUGH VILLAGE HALL)	<input type="checkbox"/> SIGNS, BANNERS, DECORATIONS, OR SPECIAL LIGHTING

**SECURITY PLAN:**

**(SPECIAL SECURITY DETAIL MAY BE ASSIGNED PENDING APPROVAL BY THE MANAGER OF REVENUE & ATHLETIC FACILITIES.**  
DESCRIBE YOUR SECURITY PLAN INCLUDING CROWD CONTROL, INTERNAL SECURITY OR VENUE SAFETY, OR ATTACH THE PLAN TO THIS APPLICATION.

WILL YOU BE USING THE ROMEOVILLE POLICE DEPARTMENT SPECIAL DETAIL FOR SECURITY?

YES (SEE REQUEST FORM ATTACHED)  
 NO

**MEDICAL PLAN:**

DESCRIBE YOUR MEDICAL PLAN, THE NUMBER, CERTIFICATION LEVELS (MD, RN, PARAMEDIC, EMT) AND TYPES OF RESOURCES THAT WILL BE AT YOUR EVENT AND THE MANNER IN WHICH THEY WILL BE MANAGED AND DEPLOYED. YOUR PLAN SHOULD INCLUDE HOURS OF SET UP AND DISMANTLE OF MEDICAL AID AREAS. OR, ATTACH THE PLAN TO THIS APPLICATION. \_\_\_\_\_

WILL YOU BE USING THE ROMEOVILLE FIRE DEPARTMENT FOR EMERGENCY SERVICES?

YES  
 NO

## FACILITY RENTAL & RESERVATION POLICY

1. Reservations must be reserved at least one week in advance and are done on a first-come, first-serve basis. Initial: \_\_\_\_\_
2. All rentals require minimum down payment of 25% of total balance. All balances less than \$250, must be paid in full and accompanied by a completed Event Rental Form. Rental down payments are nonrefundable if event is cancelled within 90 days of event date. Renters are responsible for any damage to the facility, and for failure to clean up after a rental. In the event of damage resulting from a rental or a failure to clean up after a rental, the security deposit will be kept and any excess damage will be charged to the renter. If the renter provided a COI in lieu of the \$250 security deposit the renter will be invoiced for all excess damage. Security deposits will be returned if no damage occurs and proper clean up takes place per Section 13 and Section 30.
3. Attendance during the rental and any requested changes must be done by the person whom the rental is listed under. Initial: \_\_\_\_\_
4. Clean up is the responsibility of the renter and requires removal of all materials brought in including decorations, pick up of garbage, kitchen clean up if applicable, etc. Please include enough time for set up within your hourly rental fee; you must vacate the rental area by the end of your time slot. Initial: \_\_\_\_\_
5. Outside alcohol and smoking are not permitted on Village property. The Athletic & Event Center has a concession stand that sells alcohol and nonalcoholic beverages (soda & water). Please ask the front desk for hours and availability.
  - I will not be bringing any alcoholic beverages into my facility rental and I am aware that ALL alcoholic beverage purchases must be made through in-house caterer. Initial: \_\_\_\_\_
  - I am requesting an exception for nonalcoholic (soda & water) which must be approved by the Manager. Manager: \_\_\_\_\_
6. No solicitation is allowed.
7. Facility rentals for events that are to be held open to the public, must be rented by an organization. Individuals are not permitted to rent Department facilities for public events; however, individuals may rent Department facilities to host private events (events not held open to the public).
8. Organizations hosting events that are to be held open to the public, are required to provide three (3) references from previous event rentals.

a: Event Location \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_  
b: Event Location \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_  
c: Event Location \_\_\_\_\_ Contact: \_\_\_\_\_ Email: \_\_\_\_\_

9. All marketing material produced for any event must be approved by the Village of Romeoville Recreation Department.

10. For all events held open to the public, and private events where over 100 people are anticipated to attend:
  - a. Police Department Special Detail must be hired at renter's expense.
  - b. Renters are required to present the Department with a plan for emergency medical services.

11. Animals are not allowed on the Village property, with the exception of qualifying service animals under the Americans with Disabilities Act (ADA). Exceptions can be made but must be approved by the Manager. Manager: \_\_\_\_\_

12. Cash deposit for rentals must be picked up by the same person who paid the deposit and a state ID card must be provided. Cash deposits shall be given in cash no earlier than four (4) business days after the event (due to the inspection period). If the cash deposit is not picked up ten (10) business days after the event, a check will be issued for the deposit amount and mailed within four (4) to six (6) weeks. Village of Romeoville has the right to refuse the return of deposits based on the renter's adherence to the rental policies. Initial: \_\_\_\_\_

13. Please note that per Section 94.05(R), facility rentals are not available for business/commercial uses without a license agreement and a general use permit. Initial: \_\_\_\_\_

### **VILLAGE OF ROMEOVILLE RECREATION DEPARTMENT**

#### **ATHLETIC AND EVENT CENTER RENTAL, EVENT AND USAGE POLICIES AND RULES**

14. The Village of Romeoville Recreation Department ("Department") is hereby authorized to issue permits, post notices, or take any other action required hereby, subject to the guidelines hereinafter set forth, all with respect to the use and operation of the Athletic and Event Center (the "Center").

15. The Department shall have the authority to schedule and contract for all rentals of or uses of the Center for any events or activities, and to promulgate and issue permits therefore and collect such fees therefore as established by the Department from time to time in accordance with the following guidelines:

- a. That no person be discriminated against because of race, sex, creed, color or national origin.
- b. That the proposed use or activity will not reasonably interfere with or detract from the use of the Center by other authorized or permitted users.
- c. That the proposed use or activity is not reasonably likely to result in violence or in serious harm to property or persons.
- d. That the proposed activity or use will not entail extraordinary expense or operation costs by the Department or expose it to unusual or extreme liability.
- e. That the area of the Center desired has not been reserved for another activity at the same time.
- f. That the proposed activity is not reasonably expected to detract from the promotion of public health.
- g. That the proposed activity is reasonably compatible with the facilities available within the Center and that it is not reasonably expected to cause irreparable harm or damage thereto.

16. The Department may impose reasonable restrictions in connection with the rental or use of the Center including, but not limited to, any of the following:

- a. Restricting the open dates for reserved area use, the length of time an area will be held for reserved use, the use of sound and energy amplification devices, amusement devices, the number of persons present, the location and type of any temporary equipment or, the use of shelters or structures, the type and location of sports and games, or any other activity which appears likely to create a risk of unreasonable harm to the use and enjoyment of the Center by others or of damage to Department property.
- b. Requiring proof of and establishing the amount of liability insurance required, and requiring a hold harmless agreement, and requiring a certificate of insurance naming the Department as an additional insured when the activity is deemed by the Department to require such.
- c. Requiring the name, address, and telephone number of a legal adult responsible for the use and activity requested as well as name, address and telephone number of the group represented by the applicant.
- d. Requiring that the applicant furnish, or the Department furnish at a cost to the applicant, additional approved security personnel at the applicant's expense, such personnel to act in accordance with requirements determined by the Department.
- e. Requiring the applicant to furnish participant releases and waivers in such form as the Department shall from time to time require.

## FACILITY RENTAL & RESERVATION POLICY (CONTINUED)

17. All applications for permits required or issued by the Department for the rental or use of the Center shall be delivered at the Department, on a first-come, first-served basis beginning the first working day of each calendar year. All applications for permits shall be submitted at least seven days in advance of the earliest requested date, provided that the Department may waive the seven-day time period in the interest of public health or safety or for such events that are of a significant civic nature.

18. The Department is authorized to seek reasonable information regarding any proposed use, activity or privilege and require a record of such information on a permit application.

19. If any rental applicant misrepresents, falsifies or withholds any required information, the Village of Romeoville has the right to forfeit the rental and to ban future rentals by the same or a related applicant. If the event is forfeited at least 90 days prior to the scheduled event date, the rental applicant will receive a refund of the entire prepaid rental amount, less the \$250 security deposit amount which will be retained by the Village to cover administrative and processing costs relating to the forfeited rental. If the event is forfeited less than 90 days prior to the schedule date, the entire prepaid rental amount will be nonrefundable and retained by the Village.

20. No person granted a permit shall violate the requirements, terms, conditions, restrictions or rules of such permit, or the applicable ordinances of the Village.

21. No person shall obtain or use any permit without first having paid the fee established by ordinance for such permit.

22. All designated areas or facilities and all permit restrictions, rules and regulations, or conditions are subject to review at any time by the Department. Any aggrieved person shall have the right to petition the Department, in writing, regarding denial or restriction of use or activity and such petition shall be heard and resolved by the Department.

23. The Village may establish such rental, permit or other fees in connection with the use of the Center as it deems proper and may change them from time to time.

24. Department programs and permits have priority for all facilities.

25. **PROCEDURE:** A person must fill out an Event Rental Form completely and return it to the Department along with a security/damage deposit of \$250 and a rental down payment of 25%. For rentals of \$250 or less, entire balance is due on submission of this form. (Security Deposit will be waived if current certificate of insurance names the Village of Romeoville Athletic and Event Center as additionally insured, is up-to-date and on file a minimum of 14 business days from event date). The rental request form must be signed by an adult (18 and older) who assumes responsibility for the rental and associated activity. The Department will review the application. If it is approved, a rental confirmation will be sent within 5 to 7 working days. If it is denied, the person will be contacted as soon as possible.

26. **INSURANCE:** The Department provides no health/accident insurance for groups using its facilities. As determined by the Department, groups must provide a Certificate of Insurance, showing sufficient coverage and name the Department as an additional insured by written endorsement.

27. **RECREATION DEPARTMENT EQUIPMENT:** The Department staff must be contacted a minimum of five days prior to rental to review set up instructions for any equipment used in connection with a rental. Equipment borrowed from the Department must be returned/put back by the end of your rental.

28. **CANCELLATION AND REFUND POLICY:** Rental must be cancelled a minimum of 90 business days from the rental date(s) in order to receive a full refund. If the rental is cancelled less than 90 days before the rental date(s) 25% down payment and the security deposit will be forfeited. Business days will be considered Monday-Friday, 9:00 am to 5:00 pm.

29. A full refund (minus a \$10.00 service fee) will be given if the renter changes his/her mind within the first three days of signing a rental agreement.

30. **All payments made less than 14 days prior to the rental date must be paid in cash or credit card.**

31. The security deposit will be returned if there is no damage to the rented area, no excessive clean-up is required, and the area was only used during the specified hours. Any custodial service required will be charged at the rate of \$35.00 per hour and deducted from the security deposit. Damage repairs or equipment replacement will be charged at the Village's cost.

32. **CONDUCT AND SUPERVISION:**

- a. Youth activities require one chaperone (17 years or older) to every 10 youths (under the age of 10). All children in attendance must remain in the rented area. **Children are not allowed to remain unsupervised in any area of the building.** Initial: \_\_\_\_\_
- b. The applicant must be present during the entire rental period and stay until all guests have departed. The applicant is responsible for the conduct of their invited guests and for any damage and negligent breakage that occurs to the building, grounds and equipment. Initial: \_\_\_\_\_
- c. It is understood that the applicant and their guests will comply with the rules, regulations and ordinances of the Department, Village of Romeoville and the State of Illinois in the use of the facility.
- d. The applicant, his/her organization and members agree to release the Department from all liability in connection with the use of the Department property and/or facilities. Individual participant releases and waiver forms will be required of all participants or users of the Center.
- e. Staff members are empowered to restrict a group's use of the facility and protect the Department property from the applicant and their guests due to misconduct before, during and after the rental time has expired. Should guests become unruly, in the sole discretion of Department staff or contracted Center management staff and a determination is made to terminate the event, the applicant will abide by the decision and the applicant and guests will leave the Department premises immediately and no refund of the rental or security deposit will be given.

33. The Department shall not be liable for any damages for its failure to perform due to circumstances beyond its control, including, but not limited to, fire, storm, earthquake, explosions, public disorders, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, equipment failures, building failures, or acts of God/nature. The Department will make every attempt to contact the applicant immediately if the Center is unusable due to uncontrollable circumstances.

34. **The Department is not responsible for loss, theft or damage of personal property or equipment.**

35. The Center is to be left free of debris. All debris is to be deposited in trash receptacles.

## FACILITY RENTAL & RESERVATION POLICY (CONTINUED)

36. All vehicles are restricted to the parking lot only.
37. Any electrical, motorized equipment or temporary facilities or equipment brought onto the Department property must be disclosed and authorized on the rental request form.
38. Any user group wanting to sell merchandise of any type must note this on their permit request form. There may be additional fees/policies for the right to conduct sales. No applicant or user shall be authorized to sell concessions, food or beverages within the Center except as authorized by the Village. User acknowledges that any person, including User, who promotes, organizes, or provides retail selling space for concessionaires or other types of sellers at fairs, art shows, flea markets, or other similar events is required to file a report with IDOR.

The following information must be reported by User for each vendor:

- \* name of the vendor's business
- \* name of the person or persons engaged in the vendor's business
- \* permanent address of the business
- \* Illinois account id number of the business
- \* dates and location of the event

Send the report to the:

SPECIAL EVENTS UNIT  
ILLINOIS DEPARTMENT OF REVENUE  
PO BOX 19035  
SPRINGFIELD IL 62794-9035

39. All renters, parents/guardians, registrants and participants are advised that all Romeoville Recreation Department facilities, rentals, activities and uses are required by the State of Illinois to be used or conducted in accordance with State-issued guidelines, as revised or modified from time to time. All participants will be required to comply with the applicable State guidelines in force at any given time as a condition of their continued attendance at or participation in any Romeoville Recreation Department facility, rental, activity or use. All renters/registered participants of the Romeoville Recreation Department for any rental, facility, activity, use or purpose shall be responsible for being aware and informed of the then-current State and/or Village guidelines related to Romeoville Recreation Department rentals, facilities, activities and uses, and for ensuring that all participants comply with the same. Initial:

40. Please note that if the proposed event (i) is anticipated to attract or involve 500 or more persons (based on this agreement or on past rental experience for this event and renter), and/or (ii) involves the sale or exhibition of goods or merchandise where any individual item offered for sale or placed on exhibition has a value of \$500.00 or more, the renting organization is required to use the Romeoville Police Department Special Detail to provide security for the event, regardless of whether the renting organization is otherwise providing security services for the event.

41. All organizations and participants are advised that their use of Romeoville Park and Recreation Department facilities and/or participation in Department programs is subject to the provisions of Chapter 94 of the Village Code of Ordinances, including but expressly not limited to those governing personal conduct. Organizations and participants that violate applicable provisions of Chapter 94 of the Village Code of Ordinances may be subject to the suspension or termination of their privileges to use Department facilities or to participate in Department programs, and may be prohibited from future facility use or program participation.

42. Storage: User acknowledges that the Village may, upon User request, permit User to store items of User's personal property within the Athletic and Event Center. User acknowledges and agrees that the Village has neither designed nor intended the Athletic and Event Center to be used by users/renters as a storage facility, and that the Village grants such permission solely as an accommodation to and as a convenience to User at its request. User acknowledges further that the Village has made no representations or warranties of any kind regarding the use of the Athletic and Event Center for such storage purposes, and expressly agrees that the Village has no responsibility or duty whatsoever without limitation for the safety and security of User's personal property stored at the Athletic and Event Center, and that such storage does not and shall not create a bailment or impose any bailment obligations on the Village. Village provides no insurance coverage for any such storage and any coverage desired shall be at the sole cost and expense of User. In consideration of being permitted to store personal property at the Athletic and Event Center, User forever releases and covenants not to sue the Village and its employees, officials and agents from any liability to me or any other party with respect to any matter arising from or relating to the storage of personal property at the Athletic and Event Center, whether such matter involves damage to or loss of such stored property or any other claim or liability. Initial:

43. Concert: The Romeoville Athletic and Event Center is unavailable to be rented for any uses involving the playing of live or recorded music, or involving the broadcast, performance or other dissemination of copyrighted material of any kind.

44. Must have inspection by the *Village of Romeoville Fire Prevention Bureau* conducted 24 hours prior to event. Must adhere to Fire Prevention Requirements per the State of Illinois and the following local code guidelines presented below:

### **Exhibits and trade shows / Carnivals and fairs**

#### **International Fire Code: 105.6.14 Exhibits and trade shows.**

An operational permit is required to operate exhibits and trade shows

#### **International Fire Code: 105.6.5 Carnivals and fairs.**

An operational permit is required to conduct a carnival or fair.

## FACILITY RENTAL & RESERVATION POLICY (CONTINUED)

### **Covered Kiosks, Displays, Booths, concession stands or equipment**

#### **International Fire Code: 903.3.3 Obstructed locations.**

Automatic sprinklers shall be installed with due regard to obstructions that will delay activation or obstruct the water distribution pattern. Automatic sprinklers shall be installed in or under covered kiosks, displays, booths, concession stands or equipment that exceeds 4 feet (1219 mm) in width.

### **Fire Extinguishers - Requirements, maximum distance of travel**

#### **International Fire Code: 906**

Portable fire extinguishers (4A-10BC) shall be installed in all of the following locations:

New and existing Group A (Assembly A-3) Occupancies

The distance of travel to reach an extinguisher shall not exceed 75ft.

#### **International Fire Code 906.9.1 and NFPA 1: Extinguishers weighing 40 pounds or less.**

Portable fire extinguishers having a gross weight not exceeding 40 pounds (18 kg) shall be installed so that their tops are not more than 5 feet (1524 mm) above the floor.

#### **International Fire Code 906.9.1 and NFPA 1: 906.9.3 Floor clearance.**

The clearance between the floor and the bottom of installed hand-held portable fire extinguishers shall be not less than 4 inches (102 mm).

### **Aisle Widths**

#### **International Fire Code: 1028.2 Exit discharge width or capacity.**

The minimum width or required capacity of the exit discharge shall be not less than the minimum width or required capacity of the exits being served.

#### **International Fire Code: 1029.7 Travel distance.**

Exits and aisles shall be so located that the travel distance to an exit door shall be not greater than 200 feet (60 960 mm) measured along the line of travel in non-sprinklered buildings. Travel distance shall be not more than 250 feet (76 200 mm) in sprinklered buildings. Where aisles are provided for seating, the distance shall be measured along the aisles and aisle accessways without travel over or on the seats.

#### **International Fire Code: 1029.9 Assembly aisles are required.**

Every occupied portion of any building, room or space used for assembly purposes that contains seats, tables, displays, similar fixtures or equipment shall be provided with aisles leading to exits or exit access doorways in accordance with this section. Determined by the occupant load of each event.

#### **International Fire Code: 1029.9.4 Uniform width and capacity.**

Those portions of aisles, where egress is possible in either of two directions, shall be uniform in minimum width or required capacity.

### **Occupant Load**

#### **NFPA 101 National Life Safety Code 13.1.7.1.3**

The authority having jurisdiction shall be permitted to establish the occupant load as the number of persons for which the existing means of egress is adequate, provided that measures are established to prevent occupancy by a greater number of persons.

#### **NFPA 101 National Life Safety Code 13.2.5.4.8**

In the case of side boundaries for aisle accessways or aisles, other than those for nonfixed seating at tables, the clear width shall be measured to boundary elements such as walls, guardrails, handrails, edges of seating, tables, and side edges of treads, and said measurement shall be made horizontally to the vertical projection of the elements, resulting in the smallest width measured perpendicularly to the line of travel.

#### **NFPA 101 National Life Safety Code 13.2.5.9 Approval of Layouts.**

##### **13.2.5.9.1**

Where required by the authority having jurisdiction, plans drawn to scale showing the arrangement of furnishings or equipment shall be submitted to the authority by the building owner, manager, or authorized agent to substantiate conformance with the provisions of 13.2.5.

##### **13.2.5.9.2**

The layout plans shall constitute the only acceptable arrangement, unless one of the following criteria is met:

1. The plans are revised.
2. Additional plans are submitted and approved.
3. Temporary deviations from the specifications of the approved plans are used, provided that the occupant load is not increased and the intent of 13.2.5.9 is maintained.

#### **International Fire Code: 1004.2 Increased occupant load.**

The occupant load permitted in any building, or portion thereof, is permitted to be increased from that number established for the occupancies in Table 1004.1.2, provided that all other requirements of the code are met based on such modified number and the occupant load does not exceed one occupant per 7 square feet (0.65 m<sup>2</sup>) of occupiable floor space. Where required by the fire code official, an approved aisle, seating or fixed equipment diagram substantiating any increase in occupant load shall be submitted. Where required by the fire code official, such diagram shall be posted.

#### **International Fire Code: 1004.3 Posting of occupant load.**

Every room or space that is an assembly occupancy shall have the occupant load of the room or space posted in a conspicuous place, near the main exit or exit access doorway from the room or space. Posted signs shall be of an approved legible permanent design and

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## FACILITY RENTAL & RESERVATION POLICY (CONTINUED)

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shall be maintained by the owner or the owner's authorized agent.

**International Fire Code: 1004.4 Occupant Load - fixed seating.**

For areas having fixed seats and aisles, the occupant load shall be determined by the number of fixed seats installed therein. The occupant load for areas in which fixed seating is not installed, such as waiting spaces, shall be determined in accordance with Section 1004.1.2 and added to the number of fixed seats.

The occupant load of wheelchair spaces and the associated companion seat shall be based on one occupant for each wheelchair space and one occupant for the associated companion seat provided in accordance with Section 1108.2.3 of the International Building Code.

For areas having fixed seating without dividing arms, the occupant load shall be not less than the number of seats based on one person for each 18 inches (457 mm) of seating length.

The occupant load of seating booths shall be based on one person for each 24 inches (610 mm) of booth seat length measured at the backrest of the seating booth.

### **Outdoor Tents**

#### **Temporary Tents and Membrane Structures**

**International Fire Code: 3103.3 Place of assembly.**

For the purposes of this chapter, a place of assembly shall include a circus, carnival, tent show, theater, skating rink, dance hall or other place of assembly in or under which persons gather for any purpose.

**International Fire Code: 3103.8.6 Fire break.**

An unobstructed fire break passageway or fire road not less than 12 feet (3658 mm) wide and free from guy ropes or other obstructions shall be maintained on all sides of all tents and membrane structures unless otherwise approved by the fire code official.

**International Fire Code: 3104.8 Fireworks.**

Fireworks shall not be used within 100 feet (30 480 mm) of tents or membrane structures.

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

Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Location: \_\_\_\_\_

## SITE PLAN

**PLEASE DESCRIBE OR DRAW YOUR SITE PLAN:**

FACILITY SET-UP IS DUE NO LESS THAN 1 WEEK PRIOR TO EVENT, EXCEPT FOR FIELDHOUSE AND NORTH GYMNASIUM.

FIELD HOUSE AND NORTH GYMNASIUM REQUIRE A 2-3 WEEK ADVANCE LAYOUT. LAYOUT MUST BE APPROVED BY ROMEOVILLE FIRE PREVENTION AND MANAGER OF REVENUE AND ATHLETIC FACILITIES. IF LAYOUT IS NOT PROVIDED WITHIN THIS TIMEFRAME YOU WILL BE CHARGED \$100 FEE TO EXPEDITE APPROVALS.

SELECT ONE:  
(Reference options in binder)

- CLASSROOM
- BOARDROOM
- THEATER
- BANQUET
- OTHER

OR PROVIDE A DRAWING OF YOUR PREFERRED SET-UP: