



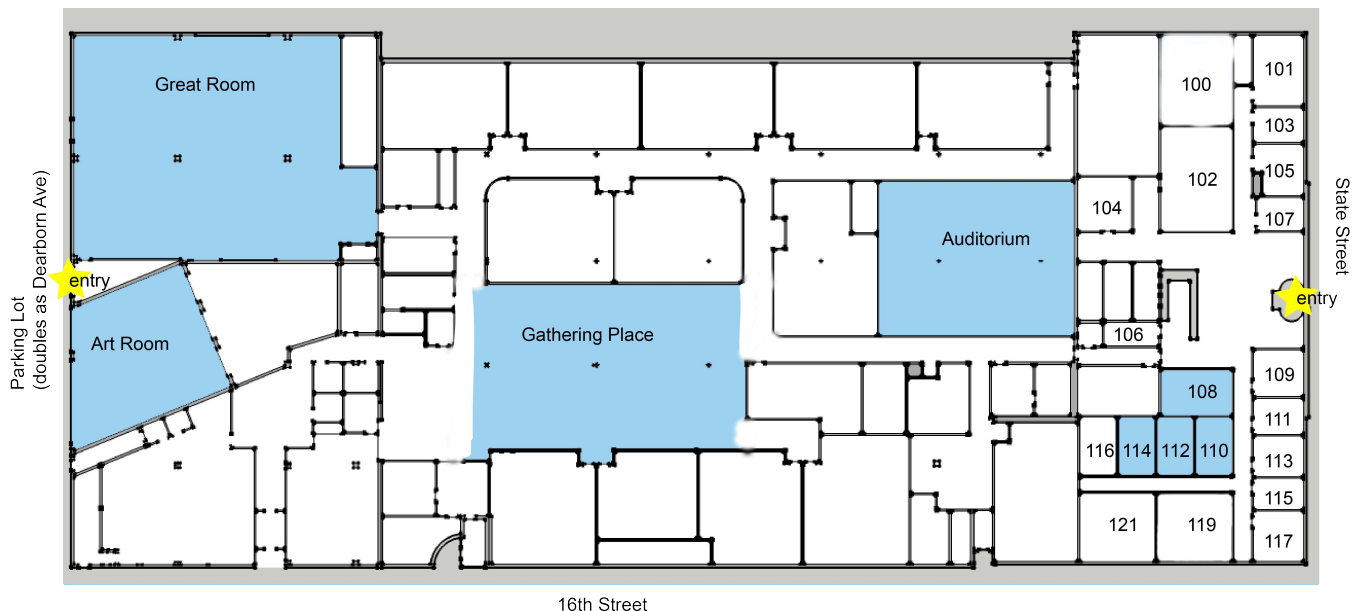
Use of Daystar Facilities Information and Application Packet

Daystar School exists to provide children of Chicagoland a kindergarten through eighth grade education in a faith-based, culturally-engaged manner using curriculum and programming structures consistent with both our Christian philosophy and the best available education theory and practice. Daystar School owns and operates the premises at 1550 South State Street. In addition, the School operates and controls the adjacent parking lot and the Daystar name. The ultimate goal and expectation is that the premises at 1550 South State Street will continue to be used primarily for the School's educational mission.

Daystar Center exists to build community around arts and culture. The Center's Arts & Culture Collective allows for diverse educators, students, and friends to join in community and to promote arts and culture through private lessons and group classes in the facilities at 1550 South State Street. Together, the Collective seeks to promote the well being of members of the community who have few opportunities for learning, recreation, and enjoyment.

Daystar School and Daystar Center welcome opportunities to share the facilities at 1550 S. State Street with like-minded organizations, individuals, and groups. Those who share the facilities make a contribution toward the expenses of the building, including staffing, cleaning, heating, cooling, lighting, and maintenance. The following pages provide policies, costs, and an application related to sharing the facilities.

Applications and questions should be directed to the Daystar Center Director at center@daystarschool.org.



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 and request 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 the invoice date or the application will be voided.
4. 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. The application will be voided if payment is not received by this deadline. Full payment must be received prior to all space use.

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.

Costs

Room (Capacity)	Cost per Hour	Nonprofit Rate*	Restrictions
Gathering Place (200 in rows, 96 at tables)	\$150	\$125	2 hour minimum.
Gym (300 in rows, 150 at tables)	\$130	\$100	2 hour minimum
Auditorium (120 in rows, 80 at tables)	\$125	\$90	2 hour minimum
Art Room (40 in rows, 25 at tables)	\$100	\$75	Use restricted to Fridays after 6:30pm, Saturdays and Sundays.
Suite 112 or 114 (5) Includes piano!	\$30	\$20	If using space more than 3 times a month, \$15 per hour.
Suite 108 (12-14)	\$30 for two hours, \$50 for up to four hours		Non-negotiable.
Suite 110 (8)	\$12.50	\$10	
Art Room (add on)	\$60	\$50	Must be renting Gathering Place or Gym.
Combination of 2 - Gathering Place, Gym or Auditorium	\$270	\$210	2 hour minimum

Add Ons	Flat Fee	Additional Notes
Stage	\$100.00	
Sound/Projection in Auditorium or Gathering Place	\$50.00	If using Sound in Gathering Place, applicant must pay for a Sound Operator (see below).
Sound/Projection in any other space	\$30.00	
Bounce House	\$149.00	Requires security (rate below).
Table and Chair Set up and Tear Down	10% of room costs	If <u>not</u> paying this fee, requested tables and chairs will be in the space but <u>not</u> set up.
Food and Drink Cleaning	10% of room costs	
Alcohol Request Fee	\$10.00	Assessed whether or not approved.
	Per Hour or Per Item	
Round Banquet Tables (60")	\$2.00 per table	12 total available. Seat 7-8 each.
Square Tables (38")	\$2.00 per table	7 total available. Seat 4 each.
Rectangle Tables (10')	\$4.00 per table	5 total available.
Security	\$12.00 per hour	Applicability varies.
Sound/Projection Operator	\$12.00 per hour	Must include time to set up & tear down & conduct sound check.
Parking - 70 spots available	\$5 per permit when using facilities.	\$7 per permit when not using facilities.

*Nonprofit rate availability may be limited.

Note: Reservations can be made for an entire school year starting in July. There is a 10% discount when at least \$500 in reservations are applied for and approved at one time.

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 Auditorium

Art Room

Suite 112 or 114

Suite 110

Suite 108

Art Room (add on)

Combination of 2. (Select 2.)

Gathering Place

Gym

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: _____

***ALL applications must be approved.
You will hear back from us within 72 hours with approval or denial of your application.***