



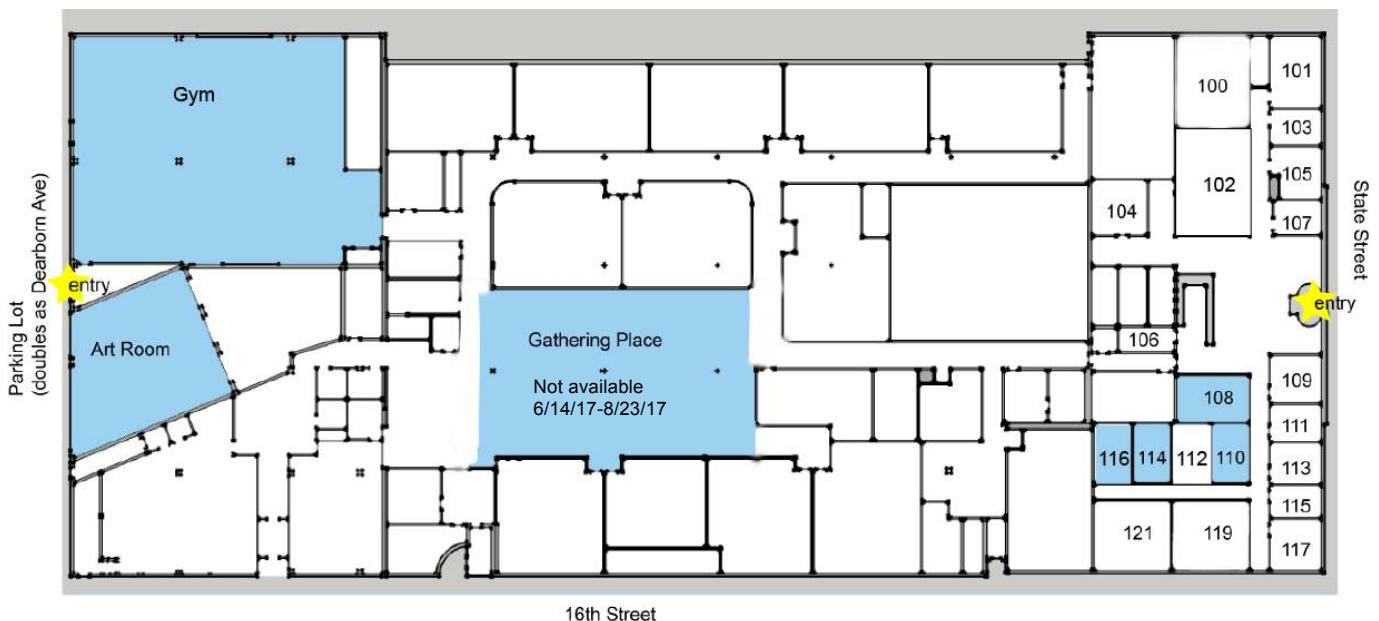
Use of Daystar Facilities Information and Application Packet

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 and bounce house.
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 by choice of applicant or Daystar Center due to uncontrollable circumstances or acts of God (i.e. blizzard, pipe burst, etc.)

DI. Prohibited Items

1. No tobacco or drugs are allowed in the facility. No smoking or vaping is permitted in the building, parking lot or surrounding areas.
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 chairs, walls, tables, floors or any of the facilities' items.
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)

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
Art Room (40 in rows, 25 at tables)	\$100	\$75	2 hour minimum <i>Use restricted to Fridays after 6:30pm, and any time on Saturday/Sunday during the school year.</i>
Suite 114 or 116 (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 or Gym	\$270	\$210	2 hour minimum

Add Ons	Flat Fee	Additional Notes
Stage	\$200.00	
Sound/Projection in Gathering Place	\$50.00	If using Sound in Gathering Place, applicant must pay for a Sound Operator (see below).
Sound in any other space	\$100.00	
Bounce House	\$149.00	
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.
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 - 50 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 after July 15. 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:

- | | |
|--|--|
| <input type="checkbox"/> Gathering Place (not available 6/15/17 - 8/22/17) | <input type="checkbox"/> Suite 110 |
| <input type="checkbox"/> Gym | <input type="checkbox"/> Suite 108 |
| <input type="checkbox"/> Art Room | <input type="checkbox"/> Art Room (add on) |
| <input type="checkbox"/> Suite 112 or 114 | <input type="checkbox"/> Combination of 2. (Select 2.) |
| | <input type="checkbox"/> Gathering Place (not available 6/15/17 - 8/22/17) |
| | <input type="checkbox"/> Gym |

Use of Daystar Facilities Application (continued)

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

Tables

Round Quantity: _____

Rectangle Quantity: _____

Chairs, Quantity:

Projector

Bounce House

Stage

Sound, # of Mics: _____

Sound/Projection Operator, # of Hrs: _____

Music Stand, Quantity: _____

Table and Chair Set up and Tear Down

Extra Security

Other: _____

PARKING IS NOT INCLUDED IN RESERVATION

Permits must be displayed in cars parked in the lot and will be added to your invoice.

Number of Parking Permits Needed:

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.***