



Facility Rental Guidelines

Effective April 1, 2023

UCAN offers select conference rooms, outdoor space and a gymnasium on its Drost Harding Campus at Central Park Avenue and Fillmore Street in North Lawndale for non-profits, community groups, businesses, elected officials and corporations to rent when space is available. UCAN reserves the right to approve or deny any request or to modify the terms of the rental guidelines. Applications from eligible requestors will be reviewed by UCAN according to the following guidelines and requirements:

- ❖ Requests for space can be made 60 days before the event.
- ❖ Rental applications must be submitted to UCAN *no less than 14 days* before the requested date.
- ❖ No later than 7 days before the event, all renters *must* sign a waiver of liability and submit proof of insurance with UCAN named as an additional insured. *No exceptions.*
- ❖ Events can begin at 8:30 a.m. and all events must end no later than 9 p.m., Monday – Saturday.
- ❖ A limited number of tables and chairs provided by UCAN are included in the rental cost.
- ❖ All events held outdoors *must* include security and portable toilets at the renter’s expense. Events for 100 plus guests must include one security guard for every 100 guests and one portable toilet for every 100 guests. UCAN strongly recommends renters provide self-contained handwashing stations in the portable toilets. One handwashing station must be provided at all events for 100 plus guests.
- ❖ UCAN can increase the rental fee for outdoor space if the actual guest count at the event significantly exceeds the number of guests cited in the application.
- ❖ UCAN reserves the right to terminate events that exceed occupancy standards as set for the by the Chicago of Chicago’s municipal building code.
- ❖ Wi-Fi access is available upon request.
- ❖ Product sales and sampling are not permitted.
- ❖ Alcohol is not permitted to be served or sold. Catered/prepared food is permitted and must be served and consumed in the same reserved space.
- ❖ Limited audio/video equipment (microphone, video conferencing) is available for use at variable cost based on scope.
- ❖ Firearms are not permitted anywhere on the UCAN campus.
- ❖ UCAN’s kitchen facilities are not available for use.
- ❖ Renters must immediately clean up the space after usage. Cleaning fees in excess of the agreed upon rental and equipment cost may be assessed for excessive wear on the facility.
- ❖ UCAN is not responsible for lost or stolen items.
- ❖ Under extenuating or unforeseen circumstances, UCAN reserves the right to cancel or postpone facility rental requests as needed and provided the requestor is given at least 48 hours’ notice.

How did you hear about UCAN? _____

For more information, call UCAN at (773) 588-0180 or contact us at info@ucanchicago.org.



Facility Rental Fees

Effective April 1, 2023

John C. & Alexandra D. Nichols Center, 3605 W. Fillmore St., Chicago, IL 60624

Space is available 9 a.m. – 9 p.m., Monday – Saturday. Event set up and required cleanup must occur during the requested rental hours. Kitchen facilities are not available.

- USG Board Room
 - Maximum capacity: 40
 - Rental fee: \$90 per hour for non-profits; \$150 per hour for businesses and corporations

- Thomas C. Vanden Berk Training Room
 - Maximum capacity: 45
 - Rental fee: \$120 per hour for non-profits; \$180 per hour for businesses and corporations

- USG Board Room and Vanden Berk Training Room
 - Maximum capacity: 85
 - Rental fee: \$210 per hour for non-profits; \$330 per hour for businesses and corporations

Diermeier Therapeutic Youth Home, 3640 W. Fillmore St., Chicago, IL 60624

- Arthur L. Turner Gymnasium
 - Maximum capacity: 175
(Required: one adult for every 20 participants)
 - Rental fee: \$105 per hour for non-profits; \$150 per hour for businesses and corporations

Drost Harding Campus

- Soccer Field & Baseball Diamond (available only for rental by elementary and high schools)
 - Rental fee: \$150 per hour

- Petria's Place Healing Garden
 - Rental fee: \$105 per hour for non-profits; \$150 per hour for businesses and corporations



Facility Rental Application

Effective April 1, 2023

Today's Date _____

Organization _____

Name of Event _____

Attach invitation, flyer and/or website address. The UCAN logo cannot be used on any promotional material without permission.

Is there a fee for admission or registration? If so, how much? \$ _____

Organization Address _____

Organization Phone _____

Organization Contact _____

Contact's Phone _____ E-mail _____

Room Requested _____

Date Requested _____ / _____ / _____

Time Requested _____ AM/PM to _____ AM/PM

Expected # of Participants _____ Open to the public? Yes ____ No ____

How/who referred you to UCAN? _____

Payment

I agree that I am making a non-refundable commitment to pay UCAN to rent space on the date and time listed above, and in accordance with the rental agreement. I understand that a certificate of insurance and waiver of liability must be submitted in advance of the event.

_____ Check _____ Amount (Payable to UCAN)

_____ Cash \$ _____ Amount

UCAN Approval _____ Date ____/____/____