



MEETING AND EVENT SPACE RENTAL POLICY

This policy is applicable to all meetings and events (collectively referred to herein as “Events”) taking place at the offices of the Illinois Medical District Commission (“IMD”).

1. Event coordinators wishing to include the IMD name or logo on any printed materials (e.g., flyers, programs, brochures and websites), must provide the IMD’s Administrative Services Manager with a draft of the materials at least five (5) working days prior to the Event, or prior to public distribution of Event information, whichever comes first. The IMD reserves the right to approve or deny the use of its name and logo.
2. Event parking availability is not guaranteed.
3. All Events are subject to rental fees.
4. A certificate of insurance may be required.
5. The IMD will invoice for Events as follows: a 50% down payment is required seven (7) days in advance of the Event; the remaining balance is due the day of Event.
6. Cancellation policy: All Events not cancelled at least 24 hours in advance will be billed at one-half (1/2) of the rental fee.
7. Any Event requiring an admission cost to Event attendees may be subject to increased rental fees.
8. Events providing food and drink must be catered through a licensed professional.
9. Events that are in conflict with IMD programming are prohibited.
10. Tenants are located on the first and second floors of 2100 W. Harrison Street. Event coordinators and attendees must be respectful of them at all times.
11. All Events must conclude by the end time noted in the agreement; Events that run beyond the stated end time, inclusive of cleanup, may be subject to additional fees.
12. All Events must adhere to fire code standards, including not blocking doors or hallways.
13. Event spaces must be returned to their original condition immediately upon Event completion. Event coordinators must ensure that adequate time for cleanup has been accounted for in the rental time period.
14. Any damage to IMD property caused by an Event coordinator or attendee may result in additional charges.
15. Affixing any materials to the walls or ceilings of Event spaces is prohibited without prior written approval from the IMD.
16. The use of IMD tables and chairs are included in rental fees; use of other IMD furniture or equipment is prohibited without prior written approval from the IMD, and may require an additional fee.

This policy is subject to change without notice. The undersigned represents s/he is authorized to sign this document on behalf of their organization/group and acknowledges and agrees on its behalf to adhere to this policy.

Event Coordinator Name

Signature

Date