

**Facility Rental Application
*for the Weitendorf Agricultural Education Center***

Attn: Mary Grisham

17840 W. Laraway Rd. - Joliet, IL 60433
Phone: (815) 280-6900
www.JJC.edu - mcwikla@jjc.edu

Please complete the following to request use of Joliet Junior College (JJC) facilities. The Facility Rental Application, Certificate of Insurance, and W-9 form must be submitted at least 30 days prior to the date of the event. The College requires seven (7) business days’ written notice for all cancellations.

Please be advised that rates for multiple dates and/or rooms may be negotiable. Not-for-profit organizations will receive 25% off rental fees. Rental fees do not include personnel costs for Facilities, IT, Media, or Police. External groups must adhere to the College policies/procedures regarding Use of Facilities (9.1.1).

**Company Billing Information:**

Organization Name:

Contact:

Address:

City: State: Zip:

Telephone: Email address:

Tax exempt ID: Number of guests:

Event Description:

Event Date(s): Event Hours:

Reserved Hours: Preferred Set-Up Day/Time:

*(If different from event hours.)* *(Will be determined by Facility Scheduler based on building schedule.)*

JJC may publish your event on the JJC website calendar: ☐ Yes ☐ No

Type of Space(s) Needed: ☐ Classroom (single or double?) ☐ Large Event Area (arena and/or exhibit hall?)

**Room Set Needed:**  ☐ Classroom ☐ Audience ☐ U-shape ☐ Include Registration Table(s)

☐ Other (please include diagram for Facility Scheduler)

**IT/Media Services:**

Audio/visual needed:

☐ Check here that you fully understand that certain additional audio/visual services are available for a fee from the JJC Media Services Department. Outside media services requires written permission.

**Food Service/Catering:**

☐ Check here to acknowledge you fully understand Joliet Junior College's Food Services Department is the exclusive food provider for events held at JJC. JJC holds the Food Service Operation License issued by the State of Illinois Department of Health. External customers must coordinate all food and beverage provisions with JJC's Food Service Department. Visit https://jjc.catertrax.com/for information about options and ordering.

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**FORCE MAJEURE**:

If performance of any obligation of either party hereunder is prevented or rendered infeasible by act of God, regulation of any public authority, civil disturbance, strike, epidemic, interruption of transportation services, war conditions or emergencies, or other similar or dissimilar causes beyond the control of the obligated party, it is understood and agreed that there shall be no claim for damages against the obligated party for failure to perform the obligations that were so prevented or infeasible.

☐ By checking this box, you are confirming the information above is correct and agree to comply with the JJC Board Policy and Procedures for Use of Facilities (9.1.1) (https://www.jjc.edu/community/facility-rentals).

Client Name (printed):

Signature: Date:

**Remainder To be Completed by Facility Scheduler:**

Date received: Facilities scheduler:

Space request compliant with Board Policy and Procedure 9.1.1? □ Yes □ No

 Yes No

Complete application received?:

Certificate of Insurance received?: Held by:

W-9 Form received?: Held by:

Set-up diagram received (if not standard)?: Work order #:

Applicant requesting waiver of fees?: Approved by/date:

Confirmation sent?: Sent by/date/via:

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Facility Scheduler Notes:

Charges/fees:

Deposit (if required) $

Rental Fee $

Campus Police $

Facility Services $

IT/Media Services $

Other: $

Approvals:

Facility Scheduler Date

Vice President Administrative Services Date
(only required for fee waiver, insurance waiver, fundraisers, holiday closings, and controversial issues)

Total for Invoice $

Food Service $ invoiced separately

Invoice number:

Date invoice sent: