



## Lilly Nature Center Rental Application

Type of Activity: \_\_\_\_\_; Number of Participants: \_\_\_\_\_

Date of Activity: \_\_\_/\_\_\_/\_\_\_; Time: From \_\_\_\_\_ To \_\_\_\_\_ (include set-up/tear-down time)

Admission Charged or Donation Requested for Attendance: Yes \_\_\_ (amount per person \$ \_\_\_\_\_), No \_\_\_

Use of Admission or Donation Proceeds:

\_\_\_\_\_

Equipment to be Used (please list):

\_\_\_\_\_

Name of Group or Organization:

\_\_\_\_\_

Address:

\_\_\_\_\_

Name of Authorized Representative:

\_\_\_\_\_

Address:

\_\_\_\_\_

Day Phone : \_\_\_\_\_; Evening Phone: \_\_\_\_\_; Email: \_\_\_\_\_

The Lilly Nature Center (Facility) is available for use subject to the Rules and Rental Policy provided as a part of this application. I have read, understand, and agree to comply with the Rules and Rental Policy. On behalf of the above listed organization or individual, I understand that use of the Facility is available at our discretion, and that we are not compelled in any way to use the Facility. We understand that use of the Facility involves a degree of risk of injury and even death and that we are voluntarily using the Facility with knowledge of the dangers involved.

In consideration of being allowed to use the Facility, I, on behalf of the above listed organization or individual and their heirs, representatives and assigns, hereby release and forever discharge, and agree to indemnify and hold harmless, the city of West Lafayette, the West Lafayette Parks and Recreation Department, the Tippecanoe County Parks Department, the Tippecanoe County Naturalist, and their Boards, officers, agents, employees, and representatives and any person or entity acting on their behalf, from any and all responsibility or liability (including attorney fees) for injuries, damages or death resulting from or arising out of the use of the Facility.

We are a Recognized Student Organization of Purdue University with our finances managed through the Business Office of Student Organizations (BOSO). Purdue Contract Addendum will apply to this contract. Orgs must scan and upload this form into BoilerLink with the Activity Form submission for this event. (Leave a copy of this form at WLPR to hold reservation and submit into BoilerLink)

Signature of Authorized Representative: \_\_\_\_\_; Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>For Office Use Only</b>
Amount Paid: _____; Date Paid: ____/____/____; Receipt Number: _____
Conditions/Comments: _____
Approved by: _____; Date: ____/____/____

This reservation is not confirmed until a completed and signed Rental Application, along with full payment, is received and approved by West Lafayette Parks and Recreation.

**RESERVATIONS ARE NON-REFUNDABLE AND NON-TRANSFERABLE**

Return completed application to: West Lafayette Parks and Recreation  
222 N Chauncey Ave  
West Lafayette, IN 47906  
(765) 775-5110  
Email: [wlparks@westlafayette.in.gov](mailto:wlparks@westlafayette.in.gov)



## Rental Rates Information for Lilly Nature Center

### Send Rental Application Information to:

West Lafayette Parks and Recreation  
222 N Chauncey Ave  
West Lafayette, IN 47906  
(765) 775-5110  
Email: [wlparks@westlafayette.in.gov](mailto:wlparks@westlafayette.in.gov)

*Please read the Rules and Rental Policy and complete the Rental Application, returning the application with payment. A copy of the approved application and the payment receipt will be returned to you to confirm your reservation.*

<u>Rental Rates</u>	<u>Class I Non-profit</u>	<u>Class II Non-profit charging fee for event</u>	<u>Seating Limit</u>
Conference Room (Available Separately at this rate only during the following hours: 8:00 am to 5:00 pm, Wed. through Fri., and 10:00 am to 5:00 pm, Sat. and 1:00 pm to 5:00 pm, Sun.)	\$ 25.00/hr	\$35.00/hr	75 (theatre style) 48 (classroom style with tables) 38 (meeting style with tables)
After hours: Both Conference Room & Main Room (Rental may be available during hours other than when the Conference Room is available separately, this rate is required during those times.)	\$35.00/hr	\$50.00/hr	
Refreshment/Cleaning Fee	\$100.00/Flat Rate	\$100.00/Flat Rate	

**Note:** Indiana sales tax (7%) will be added to all rental fees unless a Tax-Exempt Certificate is submitted along with the application.

*Approved by the West Lafayette Parks and Recreation Board – November 21, 2016*

222 N. Chauncey Ave | West Lafayette, IN 47906 | (765) 775-5110  
[westlafayette.in.gov/parks](http://westlafayette.in.gov/parks)



## Lilly Nature Center Rules and Rental Policy

West Lafayette Parks and Recreation welcomes you to use Lilly Nature Center. Because of contractual obligations and out of concern for the safety of all users, there are some rules. Please read these rules carefully. You will be expected to follow all rules in your use of Lilly Nature Center.

### Eligible Groups

Not for profit or private, non-discriminatory groups or organizations are eligible to use Lilly Nature Center. First priority in scheduling will go to programs sponsored or supervised by West Lafayette Parks and Recreation or by the Tippecanoe County Naturalist.

### Eligible Activities

Lilly Nature Center may be used for educational, civic, and other appropriate activities, as determined on a case-by-case basis by West Lafayette Parks and Recreation. It is not available for wedding receptions, family reunions, and similar activities (however, Happy Hollow Park shelters may be rented for these types of activities). It may not be used for any commercial purpose. No sales of articles, privileges, or services are permitted without permit from West Lafayette Parks and Recreation.

### Application

You must fill out, sign and return a rental application.

### Payment

Payment must be made at the time the rental application is returned. **All reservations are non-refundable and non-transferable.** Only upon receipt of the payment and rental application will your reservation be confirmed.

### Equipment and Materials

Any electrical equipment to be used must be listed on the application. Electrical equipment must be UL listed and in good condition. Any flammable or toxic materials must be listed on the application. Generally, flammable liquids and gases will not be allowed because of safety reasons. No wastes may be left at Lilly Nature Center other than paper or perishables, which must be placed in appropriate waste receptacles. The group or organization must remove wastes of any other type.

### Liability

The Lilly Nature Center (Facility) is available for use subject to the Rules and Rental Policy. The organization or individual agrees to comply with the Rules and Rental Policy. The use of the Facility, when available, is at the discretion of the organization or individual, and the organization or individual is not compelled in any way to use the Facility. The use of the Facility involves a degree of risk of

injury, and even death, and the organization or individual is voluntarily using the Facility with knowledge of the dangers involved. In consideration of being allowed to use the Facility, the organization or individual and their heirs, representatives and assigns, hereby release and forever discharge, and agree to indemnify and hold harmless, the city of West Lafayette, the West Lafayette Parks and Recreation Department, the Tippecanoe County Parks Department, the Tippecanoe County Naturalist, and their Boards, officers, agents, employees, and representatives and any person or entity acting on their behalf, from any and all responsibility or liability (including attorney fees) for injuries, damages or death resulting from or arising out of the use of the Facility. In the event the organization's activities involve nonmembers, or if the event is open to the public, the user shall provide proof of liability insurance at the time of reservation in an amount of not less than \$500,000 per person and \$1,000,000 per occurrence.

### **Use of Facilities**

The following rules apply to all uses of Lilly Nature Center:

- You will be responsible for setting up and taking down any chairs or tables.
- You must clean up Lilly Nature Center and leave it in the same conditions you found it.
- No alcoholic beverages are allowed.
- No smoking is allowed.
- You may only use Lilly Nature Center at the specified hours. Reservations are not assignable. The person making the application must be present for the activity.
- All activities must be properly supervised and operated. When members of the group or organization are under 18 years of age, at least one adult supervisor for each 15 participants under 18 is required.
- If Lilly Nature Center is closed due to emergency (for example, bad weather), all activities will be cancelled, and all fees will be fully refunded.

### **Rules Violation**

If any activity violates any rules or is not adequately supervised, it may be suspended immediately and/or the group or organization may lose the privilege of future use of Lilly Nature Center and West Lafayette Parks and Recreation facilities.



## **Insurance Requirements**

The following insurance requirements are provided by MBAH Insurance on behalf of the West Lafayette Board of Parks and Recreation (the “Board”) and the City of West Lafayette.

### **Commercial General Liability (Occurrence Form)**

Each Occurrence	\$1,000,000
Products/Completed Operations Aggregate	\$2,000,000
General Aggregate (other than Prod/Comp Ops Liability)	\$2,000,000
Personal & Advertising Injury Liability	\$1,000,000

- Name the City of West Lafayette, Indiana as an Additional Insured.

### **Automobile Liability**

Combined Single Limit	\$1,000,000
-----------------------	-------------

- Name the City of West Lafayette, Indiana as an Additional Insured.

### **Workers Compensation and Employer’s Liability**

Workers Compensation	State Statutory Limits
Employer’s Liability	
Bodily Injury by Accident	\$100,000 Each Accident
Bodily Injury by Disease	\$500,000 Policy Limit
Bodily Injury by Disease	\$100,000 Each Employee

### **Umbrella Liability**

Each Occurrence and Aggregate	\$1,000,000
-------------------------------	-------------

---

All coverage must be placed with an insurance company with an A.M. Best rating of A-:VII or better.

---

Please forward your certificate within 10 days to:

West Lafayette Parks and Recreation

222 N Chauncey Ave

West Lafayette, IN 47906

(765) 775-5110

Email: [wlparks@westlafayette.in.gov](mailto:wlparks@westlafayette.in.gov)