

## VILLAGE OF SOUTH ROXANA COMMUNITY CENTER RENTAL AGREEMENT

Village of South Roxana, Madison County, IL

### Contact Information:

**Village Clerk:** (618) 254-2086 ext. 1

**Email:** clerk@southroxana.org

This Rental Agreement is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, **20**, by and between the **Village of South Roxana** ("Village") and the undersigned Renter ("Renter").

### Renter Information:

- **Name:** \_\_\_\_\_
- **Address:** \_\_\_\_\_
- **Phone:** \_\_\_\_\_
- **Email:** \_\_\_\_\_
- **Date of Event:** \_\_\_\_\_
- **Time of Event (including setup/cleanup):** \_\_\_\_\_
- **Emergency Contact Name:** \_\_\_\_\_
- **Emergency Contact Phone Number:** \_\_\_\_\_

### Rental Fees & Deposits:

- **Rental Fees:**
- **4-Hour Block:**
- **Weekends (Friday after 5 p.m., all-day Saturday & Sunday):**
  - Residents: \$150 (4-hour block) | \$250 (8-hour block)
  - Non-Residents: \$200 (4-hour block) | \$350 (8-hour block)
- **Weekdays:**
  - Residents: \$100 (4-hour block) | \$175 (8-hour block)
  - Non-Residents: \$150 (4-hour block) | \$250 (8-hour block)
- **Deposit:** \$200 (Refundable if no damages or excessive cleaning is required)

- **Additional Time:** \$50 per hour beyond the agreed rental period.

### **Rental Rules & Responsibilities:**

1. **Payment & Deposit:** All rental fees and the \$200 deposit must be paid in full at the time of the reservation. The deposit will be refunded after inspection, provided no damage or excessive cleaning is needed.
2. **Use of Facility:** The Renter is responsible for all setup, teardown, and premises cleaning. The facility must be returned to its original condition.
3. **Cleaning Responsibilities:** The renter must remove all decorations, dispose of trash properly, wipe down tables and chairs, sweep/mop floors, and leave the kitchen clean. **All trash must be emptied and placed. Notify** the Renter in writing, and provide an opportunity to address the issue before pursuing legal action to recover damages beyond the deposit. The deposit will also be forfeited for violations of the agreement, including but not limited to:
  - Failure to comply with cleaning requirements
  - Violation of the **No Smoking** policy
  - Any misuse of the facility outside of agreed rental terms
  - Exceeding rental time without additional payment
4. **Decorations & Facility Use:** Renters may not use nails, tacks, tape, staples, or any other adhesive materials on walls, doors, or any surfaces inside the facility. **Poster putty is the only approved adhesive.** Decorations must be free-standing or otherwise approved by the Village.
5. **Access to Facility:** The Village will provide remote access to the facility. **The Renter (or a designated representative) must be present on-site for the entire duration of the event.** Failure to comply may result in forfeiture of the deposit and cancellation of the event.
6. **Event Cancellation:** The Village reserves the right to cancel any event if violations of Illinois law or South Roxana ordinances occur. The **Mayor, Village Administrator, Village Board, or an authorized Village employee** can cancel an event if such violations exist.
7. **Emergency Procedures:** Renters should familiarize themselves with the posted evacuation routes and be prepared to contact emergency services in case of an emergency. The facility is not staffed during rentals, and renters are responsible for ensuring a safe environment.
8. **Fee Waiver:** The Mayor, Village Administrator, or Village Board may waive rental fees for community members in need or for public benefit events.

9. **Inspection & Deposit Refund:** After the event, a village representative will inspect the premises. If the facility is in good condition, the deposit will be refunded.

**Waiver & Agreement:**

I, the undersigned Renter, agree to the terms and conditions of this Rental Agreement. I acknowledge that I am responsible for all damages, fees, and liabilities related to using the South Roxana Community Center. I agree that failure to clean the facility or any damages incurred will result in forfeiture of my deposit and additional fees if necessary.

**Renter Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Village Representative Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

