

THE RAPIDS CITY COMMUNITY CENTER

The Rapids City Community Center fees are as follows:

WEDDING RECEPTION/MAJOR EVENT/SPECIAL EVEN

Capacity 190 guests.....\$250.00(RES.-\$187.50)  
Non-Profit....special events.....\$100.00

HOURLY EVENTS

Individuals (Resident Discount applies)  
Family reunions, showers, etc.  
(3 hour minimum).....\$100.00 (\$25.00 per hour after the first 3 hours)

25% DISCOUNT FOR RAPIDS CITY RESIDENTS

This discount applies only to a resident of the village for an event in the immediate family.  
(Mother,Father,Grandparents,Children,  
Brothers,Sisters)

DAMAGE/SECURITY DEPOSITS

ALL EVENTS.....\$100.00

NON-PROFIT ORGANIZATIONS

This includes only those organizations that are considered to be not-for-profit and within the Village.  
Non-profit.....NO CHARGE (\$100.00 Deposit required and maybe forfeited if center is not left clean)

Decisions regarding possible exceptions to the above rates and categories will be the responsibility of the Village of Rapids City.

\*\*\*\*Liquor Liability Insurance information is available at the village office. You may use your own insurance company but MUST have Rapids City as an additional rider on the policy. A copy of the policy must accompany the contract. If there is alcohol without dram insurance secured, we reserve the right to vacate the premises immediately and will not rent the facility to the person on the agreement again.

## RAPIDS CITY COMMUNITY CENTER

### (CHECK LIST)

#### BEFORE YOUR EVENT:

- 1) Rental paid in full at least 10 days before event date.
- 2) Any questions concerning rental should be gone over at the time of payment.
- 3) Insurance must be provided before the day of event,(OR NO ALCOHOL!!!!).
- 4) How to work the lighting if needed.
- 5) How to use the kitchen equipment if needed.
- 6) Make a list of all kitchen supplies needed for your event.
- 7) \*\*\*\*Reminder of the hours rented that your band or D.J. be shut down by 12:00 A.M.  
-----EVERYONE must be out by 12:30 A.M., this includes the band or D.J..
- 9) Heat & Air Conditioning Settings, Fans on, Doors to remain closed if heat or air conditioning is on.
- 10) Make sure you use dolly to move the chairs that are stacked.
- 11) \*\*\*Reminder this is a NON SMOKING FACILITY!!!!

#### AFTER YOUR EVENT:

- 1) Be sure to gather up personal property and to remove from the building.
- 2) All garbage OUT TO THE DUMPSTER(this includes kitchen and bathrooms).
- 3) All paper, decorations, balloons, etc., must be picked up.
- 4) Spills, messes wiped off of the chairs and tables. Dust mop and wet mop the floor after use. Clean up bathrooms also.
- 5) Walk through to make sure you have not forgotten anything.

If everything checks out O.K. after your event, the manager of the community center will then inform the Village that it's O.K. to return(or if it must) hold the damage deposit.

WE WOULD LIKE TO THANK YOU FOR USING THE RAPIDS CITY COMMUNITY CENTER. WE HOPE THAT YOU WILL TAKE PRIDE IN THE USE AND CARE OF THIS FACILITY AND SURROUNDING GROUNDS, LIKE YOUR HOME AWAY FROM HOME!!!!!!

\*\*\*Please do not block access door to village hall\*\*\*\*\*

\*\*\*\*\*MAKE SURE ALL CHAIRS ARE WIPED OFF AND RESTACKED AS BEFORE YOU GOT THEM OUT\*\*\*\*\*

RAPIDS CITY COMMUNITY CENTER  
JOB DESCRIPTION  
JANITORIAL

KITCHEN:

- 1)Wipe out refrigerator, microwaves, stoves.
- 2)Dust mop and damp mop floor, remove noticeable scuffs.  
Waxing and buffing floors when necessary.
- 3)Wipe off counters and clean sinks.
- 4)Line garbage containers with bags/CLEAN CONTAINERS AS NEEDED.
- 5)Wipe off coffee makers.
- 6)Wipe off kitchen doors & windows.

BATHROOMS:

- 1)Fill soap and paper dispensers.
  - 2)Empty paper containers and line with garbage bags.
  - 3)Clean stools and urinals/replace bowl & urinal blocks.
  - 4)Clean lavatories.
  - 5)Clean mirrors.
  - 6)Clean ceramic tile when necessary.
  - 7)Clean light fixtures when necessary.
  - 8)Mop bathroom and hallway floors.
- Waxing and buffing floors when necessary.  
ALL TILE FLOORS-REMOVE WAX AND REWAX EVERY SIX MONTHS.

MAIN HALL:

- 1)Wipe all tables and chairs/stack chairs.
- 2)Sweep and mop entrance.
- 3)Clean Community Center doors and windows.
- 4)Clean light fixtures/ceiling fans when necessary.
- 5)Clean windows twice a year inside.
- 6)Wipe down cobwebs when necessary.
- 7)Remove scotchtape, balloons streamers, etc., left  
From decorations.

8)Dust mop and damp mop floors/remove noticeable scuffs.  
Buff and wax when necessary.

9)Spot clean and remove stains from carpet re: frosting  
From the cakes.

WITH THE AMOUNT OF EVENTS TAKING PLACE IN THE COMMUNITY CENTER THE  
BATHROOMS AND KITCHEN SHOULD BE CHECKED ON BEFORE ANY LARGE  
EVENT.

## RAPIDS CITY COMMUNITY CENTER

The following guidelines and suggestions are being presented to help both you and the Community Center achieve the maximum pleasure from your activity.

### RULES AND REGULATIONS

- 1) ABSOLUTELY NO more than 190 people per Community Center event.
- 2) Signed contract for facilities and refundable security deposit will be made at time of booking. Please refer to the contract for explanation of security deposit.
- 3) 10 days prior to your event, the following must be on file with the Village office:
  - A. Check for facility rental.
  - B. Certificate of insurance (minimum \$100,000.00) stating Liquor liability as presented by applicant's insurance Agent if alcoholic beverages are to be served.
- 4) The Community Center will not be responsible for lost or stolen items. It will also be your responsibility to arrange for the removal of any items left on the premises after your activity.
- 5) We ask that bands, etc., disperse at 12:00 a.m. Premises to be vacated between 12:00 a.m. and 12:30 a.m.
- 6) The police will lock at 12:30 a.m. if instructed to do so.
- 7) During air-conditioning and heating seasons, all outside doors will **BE KEPT SHUT, NO EXCEPTIONS.** If doors are found open your security deposit will not be returned.
- 8) When using the kitchen, you will need to plan for items such as:
  - A. Cleaning supplies-soap, dish towels, etc.
  - B. Ice and/or coolers-if beverages being served require them.  
Uninsulated containers such as horse tanks are prohibited.  
**PLEASE INFORM THE VILLAGE OFFICE OF SETUP TO BE USED!**
  - C. We also ask that such cookers for hog roast be placed on The upper parking lot outside, with a drip pan.
  - D. NO staples, tacks, or nails for decorations. **SCOTCH TAPE ONLY!!!!**
- 9) Point that should be clarified with the village office:
  - A. Set date and time for use of the building.
- 10) Responsibilities of the Renter:

After your activity you will need to plan for:

  - a) PLENTY OF HELP IN THE CLEAN UP.
  - b) All trash removed from the building (This includes Bathroom, entry, kitchen, and Main Hall.)
  - C) To clean all chairs and tables, stacking chairs neatly.
  - D) Dust mop and Wet mop floor and clean bathrooms up.
- 11) Your comments and suggestions are welcome.

RENTAL AGREEMENT  
FOR  
VILLAGE OF RAPIDS CITY COMMUNITY CENTER

IN CONSIDERATION OF THE RENTAL FEE BELOW, WE AGREE TO RENT THE VILLAGE OF RAPIDS CITY COMMUNITY CENTER. FROM \_\_\_\_\_ A.M./P.M. TO \_\_\_\_\_ A.M./P.M., ON \_\_\_\_\_ 20\_\_\_\_\_.

WE FURTHER AGREE TO BE FULLY RESPONSIBLE FOR THE CONDUCT OF ALL PERSONS ON THE PREMISES DURING SUCH RENTAL PERIOD.

IT IS UNDERSTOOD THERE WILL BE NO ALCOHOLIC BEVERAGES WITHOUT DRAM INSURANCE, WHICH SHOULD BE BOUGHT PRIOR TO RENTAL DATE.

ALL RENTALS WILL BE PAID IN FULL, 10 DAYS IN ADVANCE TO THE RAPIDS CITY VILLAGE OFFICE AND A CERTIFICATE OF INSURANCE (MINIMUM \$100,000.00) FOR LIQUOR LIABILITY WILL ALSO BE FILED WHEN APPLICABLE.

THE SECURITY DEPOSIT OF \$ 100.00 WILL ONLY BE RETURNED AFTER SATISFACTORY INSPECTION OF THE BUILDING FOR CLEANLINESS OR DAMAGES INCURRED DURING THE RENTAL PERIOD. DEPOSIT WILL BE REFUNDED IF THE VILLAGE OF RAPIDS CITY OFFICE IS NOTIFIED OF CANCELLATION FORTY-FIVE (45) DAYS PRIOR TO THE EVENT.

NUMBER OF GUEST EXPECTED \_\_\_\_\_ (not to exceed 190 people)

INSURANCE CO. AND AGENT \_\_\_\_\_

CERTIFICATE OF LIQUOR LIABILITY \_\_\_\_\_

COST OF FACILITY \$	_____
SECURITY DEPOSIT \$	_____
TOTAL \$	_____
PAID ON ACCOUNT \$	_____
BALANCE \$	_____
DEPOSIT REFUND \$	_____

\_\_\_\_\_  
RENTER'S NAME

Rapids City Community Center

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
RENTER'S SIGNATURE

PLEASE SIGN AND RETURN WITH DEPOSIT CHECK TO THE VILLAGE OF RAPIDS CITY, 1204TH AVE., RAPIDS CITY, IL 61278-0134.

Please **do not** call office personnel at home. Call the office with any questions during regular business hours. Our office hours are: 9-4 Monday through Friday.

RAPIDS CITY COMMUNITY CENTER  
WALK-THRU CHECK LIST

DATE: \_\_\_\_\_

EVENT: \_\_\_\_\_

CHECK IN: CLEAN

SIGN: \_\_\_\_\_

CHECK OUT:

CLEAN: \_\_\_\_\_

DAMAGE/MISUSE: \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CLEAN: \_\_\_\_\_

## KEY USE AGREEMENT

For contractual renters

There will be one key issued per organization. In the event you may lose this key, please notify the Village immediately. **This key can not be copied under any circumstances.** If additional keys are needed, the village will supply up to two additional keys. We will need a deposit of \$10 per additional key. In the event the keys are not returned, you will forfeit the key deposit.

ORGANIZATION NAME

---

PERSON RESPONSIBLE FOR GROUP

---

Name

---

Phone Number

---

Address

---

City, State, Zip



---

Signature

If you have questions, please call the village office during **regular** business hours. 9-4 Monday through Friday. 496-2321.

Thank you.

Special Event: A gathering of more than one hundred(100)persons for the purpose of carnivals, music concerts, rallies, sporting events and other similar events determined by the Village Board to fall within this definition. Family gatherings, such a family reunions shall not be considered a *Special Event*.

Th Village Clerk will notify the Chief of Police and give all information concerning *Special Events*.

The Village Clerk will notify the Fire Chief and give all information concerning *Special Events*.

If it is determined that security will be required for a *Special Event* it will be the responsibility of the renter or organizer of the *Special Event* to contact the Hampton Police Department for security at 496-9123.