

**VILLAGE OF RAPIDS CITY COMMUNITY CENTER
RENTAL AGREEMENT**

I/We agree to rent the Village of Rapids City Community Center from _____ a.m. / p.m. to _____ a.m. / p.m. on _____ / _____ / _____ for my/our event. The fee for renting the Rapids City Community Center is \$_____, facility rental fee must be paid in full prior to event.

Paid: \$ _____ Date: ____ / ____ / ____ Method: _____

Deposit policy - Please read and initial.

- The Renter agrees to pay a damage deposit of \$_____. If a cancellation of the rental is required for any reason the renter will give 45 days' notice to receive full deposit payment back. Any notification of cancellation within 44 days of the event will be an automatic forfeit of deposit. The Village may waive such notification requirement upon the showing by Renter of circumstances beyond Renter's Control as determined in the Village's sole and absolute discretion.
- The Renter is allotted one half hour before the event for set up time.
- Renter is allowed up to two hours after my/our event to clean the facility including but not limited to:
 - ✓ Wiping down all tables and chairs after use.
 - ✓ Putting away all tables and chairs used for the event.
 - ✓ Ensuring the kitchen area is clean.
 - ✓ Ensuring the bathrooms are clean.
 - ✓ All garbage is removed from the facility before leaving.
 - ✓ Floors are dry mopped.
 - ✓ Wet mop floors with Village supplied floor cleaner.
- If the Renter does not complete the above-mentioned post event cleaning the renter understands this is an automatic loss of entire deposit.
- **The Renter will obtain the key for the Community Center, cleaning instruction reminder, and extra garbage bags by the last business day prior to event rental date. No member of the Village will meet you at the Community Center to allow entrance.**
- The Renter will return the Community Center key in the drop box located to the left of the main entrance of Village Hall; if the key is not returned the renter will lose entire deposit.
- The Renter is fully responsible for the conduct of all persons on the premises during the above agreed rental time, noted set-up time and facility clean up time. The maximum capacity of the facility is 190 persons.
- The Renter understands that there will be an immediate loss of the entire deposit if any damage to the facility occurs during the rental. The Renter will be held liable for any damages in excess of the paid deposit.
- If it becomes necessary for either party to enforce this agreement via legal means the successful party will be entitled to legal fees and cost.
- Once the facility has been inspected by a Village Official for cleanliness and/or damage and deemed acceptable, deposits will be returned.
- Renter may be given a phone call to rectify an unacceptable inspection if there are no events scheduled within 48 hours after Renter's event. If a Village Official leaves voice mail is left for the Renter, a return phone call must be made within 1 hour and any cleaning issues must be resolved within 3 hours of Village voicemail notification.
- If you have an issue during your rental, please call the Non-Emergency Police Department phone number: 309-794-9111.

I agree to the Deposit Policy: _____

Paid: \$ _____ Date: ____ / ____ / ____ Method: _____

Alcohol Policy - Please read and initial.

The Renter understands a certificate of liquor liability insurance must be filed in the Village Office ten (10) days prior to all events where alcohol is consumed. Renters may obtain an insurance policy from any reputable agency. The minimum policy must be \$1,000,000.00.

Please initial one:

_____ **Alcoholic beverages will not be consumed at this event.**

_____ **Alcoholic beverages will be consumed at this event.**

Policy Filed: _____ Name of insurance company & agent _____

Renter Information – Please complete.

Renter's Name: _____

Phone: _____ **Email:** _____

Address: _____

I agree, as Renter, to the terms of the Village of Rapids City Community Center Rental Agreement.

Renter's Signature: _____ **Date:** ____ / ____ / ____

The Renter received the Village of Rapids City Community Center key, 2 garbage bags, and reviewed the deposit policy: Date: ____ / ____ / ____ **Key #:** _____ **Initials:** _____