

Community Room Rental Agreement

1 Community Drive, Rochester, IL 62563
Phone: 217-498-7192

Name of Renter: _____ Phone: _____

Type of Activity: _____

Date of event: _____ Time requested: From: _____ To: _____

*Be sure to include enough time to set-up, tear-down and clean for your event.

Non-profit/Gov't - \$20 per (4) four hours

Total Hours Reserved: _____

Private: Resident - \$35 per (1) one hour
(Proof of residency Required)

Rate per hour: _____

Kitchen: _____

Private: Non-Resident - \$50 per (1) one hour

TOTAL DUE: _____

Kitchen - \$50 flat fee

\$250 Deposit Required at Reservation

I have read and understand the attached rules for the use of the Community Room. I understand that failure to abide by the Community Room rules and Policies for use will result in cancellation of or refusal of future reservations.

Signature of Applicant: _____ Date: _____

Address: _____

Phone Number: _____ Dr. Lic /ID Number: _____

FOR OFFICE USE ONLY

Total Fee Charged: _____ Rental Fee Check #: _____ Deposit Check #: _____

Date Paid: _____ Initials: _____

Notes from inspection: _____

Community Room Booking and Reservations

The Village and Library have priority, followed by non-profit groups. The Library or Village may bump a confirmed booking in an extreme or emergency situation, in which case a credit or refund will be provided.

Booking is on a first come, first serve basis. A signed agreement and payment of fees constitutes confirmation of a reservation. Reservations are made through Village Hall at #1 Community Drive, or by calling (217) 498-7192, option 3.

No group or individual may reassign a reserved time to another party.

Reservations are accepted up to six (6) months in advance.

Use of the facility will be monitored by the Rochester Police Department and subject to video monitoring.

Rules for Community Room Use

The Community Room is available Monday through Sunday.

No meetings may start after 8pm or extend beyond 11pm.

Access to exits must be maintained and only designated public entrances may be used.

Events may not interfere in any way with the normal conduct of Village and Library business.

Smoking, alcohol, firearms, pyrotechnics, and hazardous materials are prohibited. Smoking is banned in the building and within 15 feet of an entrance.

Contents of the kitchen's refrigerator, disposable goods including coffee, plates, bowls, cups, napkins and items labeled as **Restricted Use** are not for public use.

Meeting room facilities shall be left in a clean and orderly condition. Floors should be vacuumed, tables wiped down and put back where they were originally found, trash bins emptied, and new bags placed in receptacles. Trash must be removed, and fresh liners inserted into trash receptacles. Trash should be taken to the trash enclosure outside on the east side of the building, adjacent to the Police Station entrance.

Cleaning supplies are in the storage closet in the southeast corner of the room.

All equipment and furniture used must be returned to their original locations or to a meeting style arrangement. (See photos of room arrangement posted on the Community Room notice board).

Please turn off all lights.

All entry doors must be securely locked when finished. The key may be returned in the outside Water Payment Drop Box or to Village Hall, if during business hours.

Failure to adhere to these rules will result in refusal of future reservations.

Do not touch or move artwork.

No taping or mounting material to the walls.

Failure to clean the Community Room or moving/damaging artwork will result in the loss of \$250 deposit.

Rules for Kitchen Use

Kitchen Rental includes use of the refrigerator/freezer, counters and sink

Must clean all surfaces and throw away all unwanted items. Clean your items out of the refrigerator when done.

Cleaning supplies for the kitchen are located under the sink along with extra trash bags.

Turn off the lights and lock/close the door.