



Community Room Rental Agreement, Rules & Policies

1200 Marilyn Dr. P. O. Box 105 Carterville, Ill. 62918
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www.crainville.net facebook.com/CrainvilleIllinois

Today's Date: _____ Rental Date: _____

Name of Renter (print): _____

Address of Renter: _____

Phone number(s) and e-mail address of Renter: _____

Purpose for Use (Event Name): _____

Is Renter a Crainville resident? YES or NO Number of people attending event: _____

Will food be served? YES or NO Will you be supplying and serving food? YES or NO

Restaurant/caterer/store supplying and serving food (if applicable): _____

Individual/group supplying and serving food (if applicable): _____

Will liquor be served? YES or NO (If, YES, board approval is mandatory. Renter must only use a qualified server who holds a state liquor license and provides proof of insurance for off-site dispensing.)

Hours requested for facility rental: (start time) _____ a.m./p.m. (end time) _____ a.m./p.m.

Total hours to rent during business hours (M-F, 8 a.m. – 5 p.m.) _____

Total hours to rent during night/weekend (M – F, 5 p.m. – 10 p.m.; Sat/Sun) _____

Deposit of \$100 is required to reserve facility. Full balance of rental is due two (2) weeks prior to rental date.

Amount paid for deposit: \$_____ Date of Deposit: _____

**Non-Resident Rental Rates
(4-hour minimum rental required)**

Monday – Friday, 8 a.m. – 5 p.m.

Rate: \$20 per hour

\$50 per 4-hour block

\$75 per 8-hour block

Monday – Friday, 5 p.m. – 10 p.m. and
Saturday/Sunday, 8 a.m. – 10 p.m.

Rate: \$75 per 4-hour block

\$125 for 8-hour block

ANY rental that exceeds the allotted time frame will be assessed an additional hourly charge and only permitted if staff is available for on-site supervision.

**Resident Rental Rates
(4-hour minimum rental required)**

Monday – Friday, 8 a.m. – 5 p.m.

Rate: \$20 per hour

\$30 per 4-hour block

\$45 per 8-hour block

Monday – Friday, 5 p.m. – 10 p.m. and
Saturday/Sunday, 8 a.m. – 10 p.m.

Rate: \$45 per 4-hour block

\$75 per 8-hour block

ANY rental that exceeds the allotted time frame will be assessed an additional hourly charge and only permitted if staff is available for on-site supervision.

(Circle) CASH CHECK MONEY ORDER Check or M.O. Number: _____

Cancellation Policy: In case of cancellation, written notification must be received at least 48 hours prior to the event to receive a partial refund. Cancellation at least 48 hours before rental date will result in the refund of one-half (1/2) of rental payment or \$100 deposit, whichever is more. Cancellation of at least two (2) weeks prior to rental date will result in a full refund. Any refunds will be available within five (5) business days after the scheduled rental date.

Returned Check Policy: All checks returned by the bank due to non-payment will result in a \$25 charge. Renter will be required to pay, in cash, to the Village of Crainville, the original value on original check plus the \$25 charge for a returned check. If monies are not paid upon notice of returned check, at the discretion of the Village of Crainville, rental date may be cancelled due to non-payment.

Non-Payment Policy: Failure to make deposit and payments as detailed herein shall constitute default of this agreement and cancellation of facility rental date.

I have read, understand and agree to abide by all Village of Crainville facility rental rules and policies.

Signature of Renter: _____
(print name) _____
(signature) _____

Signature of Renter: _____
(print name) _____
(signature) _____

Representative of Village of Crainville: _____
(printed name, signature and title) _____

Community Room Rental Policies (as of Sept. 7, 2011)

Rental Fee Includes:

- Use of community room with tables and chairs, kitchen area and bathrooms.

Restrictions:

- No smoking, except more than 15 feet away from doors or windows of building.
- No use of any form of tape, plastic tack, glue, tacks, nails or staples to adhere to walls, doors, trim or windows. All decorations must be free-standing.
- No use of glitter, confetti, rice or grains such as birdseed.
- No standing on tables or chairs.
- No minors left alone in facility. Everyone under 18 must be accompanied by an adult.
- No use of facility areas outside of rental area outlined in agreement. All other facility areas are strictly off-limits.
- No use of chemicals which have a capacity to bleach or stain.
- No red colored beverages, which have the ability to stain, may be served. Examples of restricted beverages: red/orange Koolaid or red/orange Gatorade.
- No candles may be used unless contained in a solid candle base or within a holder that can catch all drippings, and away from any items which may cause a fire.
- No use of the ice-maker on refrigerator. Bring your own ice. Ice maker is not designed to dispense large quantities of ice.
- No pets allowed in facility, except service animals.

Cleaning Rules:

- Clean up all spills immediately and wipe all counters, tables and chairs.
- Remove all food and perishables brought into facility.
- Remove all decorations and return furniture to its original placement.
- All trash must be bagged and taken to the dumpster at the end of the event.

Rental Rules:

- All renters must be at least 21 years of age and present a valid driver's license to rent facility.
- Rental agreement must be signed and Sign-off sheet must be completed.
- When parking lot is full, guests may use parking area of the old Village Hall. Guests may not park in areas that restrict the flow of traffic, block vehicles, driveways, or the parking area in front of homes in neighborhood.
- Renters shall keep the noise to a level so as not to disrupt the neighborhood.

Renter's Initials: _____

Damages to Property:

- Renters will be held financially responsible for any damages to any portion of facility, its contents and equipment during rental use.
- Any damage to Village of Crainville Community Room will be assessed and billed to Renter at the rate or new replacement or repair to new condition above the cost of the initial deposit.

The Village of Crainville reserves the right to refuse usage of the community room to any individual or group if, in the board's opinion, the proposed activities are not suitable for the building or location.

HOLD HARMLESS AGREEMENT:

I agree that I am the renter or authorized representative of the Renter listed herein and agree to comply with all the Village of Crainville's ordinances. I hereby waive and release, for myself, executors and administrators, any and all claims against the Village of Crainville, its officers, employees, agents, representatives, successors, volunteers, or assigns from any and all claims, including the cost of their defense, which may be made for damages and/or injury to property or persons occasioned by any cause arising as a result of, or in connection with my/our participation in the rental of the Village of Crainville Community Room. I agree to pay any customary and reasonable attorney fees in the even the village is required to seek legal action for non-payment of fees or damages.

Signature of Renter or Authorized Representative: _____
(signature)