

River Forest Community Center - Room Rental Policies

- No smoking allowed in the Community Center
- Loitering is prohibited in the building, parking lot or on the Community Center premises.
- All person attending the event must be supervised. Lack of supervision of event attendees may result in loss of the damage deposit.
- A non-refundable booking deposit is required for any scheduled event and will be credited toward the total cost of the rental. If the event is canceled, the booking deposit will not be refunded.
- A separate, refundable damage deposit is required at the time of booking and will be applied toward any damage or cleanup costs associated with the rental. Renter guarantees that he/she will be responsible for any clean-up, damage or other costs that exceed the amount of the damage deposit. The damage deposit will be refunded no later than three weeks after the scheduled event if the premises have been left in a clean and orderly fashion and no additional expenses have been incurred.
- The Community Center prohibits the charging of any type of admission or other fee to any rental event without the approval of the Community Center prior to the event.
- Alcohol is prohibited unless proper insurance is obtained and approved by the Community Center
- Rentals are limited to the room(s) specified in the contract and may be subject to cancellation if attendees do not stay within the specified area.
- Set-up and clean-up times need to be included in the rental time.
- Renter assumes full liability and responsibility for any food &/or refreshments that are prepared, served or provided during the rental event.
- Renter assumes full liability and responsibility for damage to or loss of any item(s), owned or rented, that is brought onto the premises, including, but not limited to, stereo or electronic equipment, dinnerware, cups, saucers, pictures etc.
- Rentals end promptly at the time noted on the contract. Any event that goes beyond the times specified in the contract will be subject to an additional charge of one and one half (1 1/2) times the hourly rental rate.
- There will be no refund for any event cancelled by the renter less then thirty (30) days before the scheduled event.
- The Community Center reserves the right to require security guards or, for events for persons under 18 years of age, a list of chaperones and their phone numbers. All security guards will be booked through the Community Center.
- Full Payment for any rental, including security or damage deposit must be received no later than thirty (30) days prior to the event, full payment must be paid at the time of booking. Cash, credit card, or money order will be the only forms of payment accepted for any event booked less then thirty (30) days prior to the scheduled date.
- The renter will be responsible for paying all attorneys' fees, collection, and court costs and other expenses incurred by the River Forest Community Center to collect any obligations owed for a rental.
- The damage deposit will be returned if room is left clean and all terms of the rental are satisfactorily completed.
- These policies can be amended at the discretion of the Community Center.
- The RFCC reserves the right to cancel any event if the terms and conditions of the rental are not met.