

Rental Terms and Conditions

1. A non-refundable administrative fee of \$50.00 is required to schedule a rental event and is not credited toward the total cost of the rental. If an event is canceled, the booking deposit will not be refunded.
2. Full payment for any rental must be received no later than thirty days prior to the scheduled event unless alternate payment arrangements have been approved by the Community Center. If an event is booked less than thirty days prior to the event, full payment must be made at the time of booking. Cash, credit card, or money order will be the only form of payment accepted for any event booked less than thirty days prior to the scheduled date.
3. A separate, refundable security deposit of _____ is required at the time of booking and will be applied toward any damage, cleanup or additional time costs associated with the rental. Renter guarantees that he/she will be responsible for paying any fees for additional time, clean-up, damage, or other costs which exceed the amount of the security deposit. The security 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.
4. Renter has provided the starting and ending times for the event to the Community Center. Any person(s) and/or company(ies) contracted by or associated with the Renter to assist with all or part of the event including, but not limited to, event planners/coordinators, decorators, set-up or take down staff, etc. will have access to the rental room(s) only during the times specified in the contract.
5. Any rental that is extended beyond the time specified in the contract will be subject to an additional charge of one and one half (1 ½) times the hourly rental rate.
6. A refund or credit will not be issued for any event canceled by a Renter less than thirty (30) days before the scheduled event.
7. A separate fee of \$25.00 may be charged for each date change requested by the Renter prior to thirty (30) days before a scheduled event. The Community Center reserves the right to consider a change of date as a rental cancellation and, at its sole discretion, may choose, but is not obligated to apply any payment(s) to the new date or issue a refund for a rescheduled rental.
8. The charging of any type of admission or other fee to a rental event is prohibited without the approval of the Community Center prior to the event.
9. Renter is responsible for the supervision of all persons attending the event. Lack of supervision of event attendees may result in loss of the security deposit.
10. The use of confetti, glitter, silly string, party poppers or other similar items is prohibited and will result in the automatic forfeiture of the security deposit.
11. For events which the Renter will be distributing an announcement, invitation, or any other type of correspondence regarding the event (hereinafter referred to as correspondence), it is the Renter's responsibility to provide an accurate copy of the correspondence to the Community Center at least two (2) weeks prior to the scheduled event. Failure to provide an accurate copy of the correspondence can result in the forfeiture of the security deposit.
12. In accordance with the Smoke Free Illinois Act (410 ILCS 82/1), NO SMOKING is allowed inside the building or within 20 feet of the exterior of the building.
13. Loitering is prohibited in the building, parking lot or on the Community Center premises.
14. Renter assumes full liability and responsibility for any food &/or refreshments that are prepared, served or provided during the rental event.
15. 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.
16. Renter agrees to pay for any off duty police officers or other reasonable security costs deemed necessary by the Community Center.
17. If holding a function for attendees under the age of 18, a list of chaperones and their phone numbers for the event must be submitted to the Community Center for approval no later than two (2) weeks prior to the event (a ratio of 1 adult for every 10 attendees should be maintained). If this list is not provided to the Community Center by the specified date, the event is subject to cancellation if the Community Center cannot hire security officers.
18. Renter agrees to indemnify and hold harmless and defend the Community Center, and its officers, agents, servants, and employees from any and all claims resulting from injuries, damages and losses sustained by Renter or any other person(s) attending Renter's event arising out of, connected with, or in any way associated with the rental activity.
19. Renter agrees to pay all attorneys' fees, collection, court costs or other expenses incurred by the RF Community Center to collect any obligations owed for this rental.
20. The RFCC may amend its rental policies at its discretion and reserves the right to cancel an event if the terms and conditions for the rental are not met.

I understand the terms and conditions and agree to pay all charges listed above.