



AARC at BOOKER

(African American Resource Center at Booker)
524 KENT STREET & 1005 S COURT STREET
ROCKFORD, IL 611102
815-962-9117
WWW.AARCBOOKER.COM

ROOM RENTAL AGREEMENT FORM

DATE _____ LESSEE _____

ADDRESS _____ TELEPHONE _____

DATE(S) REQUESTED: FROM _____ TO _____

TYPE OF FUNCTION:

RECEPTION _____ BABY SHOWER _____ MEETING _____ REPASS _____ BIRTHDAY PARTY _____

CHURCH SERVICE _____ MONTHLY/QUARTERLY MEETING _____ BUSINESS MEETING _____

COMMUNITY ORGANIZATION GROUP (name) _____
(Group rental rate \$400.00 annually)

CHURCH SERVICE RENTAL \$50.00 PER SERVICE (name) _____

524 KENT STREET

1005 S COURT STREET

MULTI PURPOSE ROOM _____ \$250.00

CONFERENCE ROOM _____ \$50.00

SENIOR ROOM _____ \$250.00

ROOM A _____ \$75.00

ROOM 7 _____ \$50.00

CLASSROOMS _____ \$100.00

ROOM 9 _____ \$50.00

COMPUTER LAB _____ \$75.00

LENGTH OF TIME _____

NUMBER OF PEOPLE ANTICIPATED _____

**RENTAL SET UP
REQUIREMENTS**

A minimum payment of one half (1/2) of the rental fee required upon signing the rental agreement form. The entire rental fee is due 24 hours prior to date of the event.

PLEASE READ THE FOLLOWING RULES BEFORE SIGNING THIS FORM:

- All community activities, functions, or events must be cleared through the center’s director or designee.
- There are no alcoholic beverages allowed on the AARC at Booker grounds
- There are no narcotics or any controlled substances
- There are no weapons of any type (except for law enforcement)
- There is no smoking permitted anywhere inside the buildings
- All activities at AARCB must be properly supervised at all times
- There will be no personal use office equipment within the building
- All individual will be responsible for clean up upon completion of rental activity. This includes wiping off tables, and disposing of all debris
- Peddlers and solicitors are restricted from conducting other business on the premises unless authorized to do so by written agreement from the Executive Director.
- Agencies, groups or individuals renting the facility will vacate the premise by the closing hour state in the rental agreement. Agencies, groups, or individuals sponsoring activities in which minors participate must schedule events in accordance with curfew hours. An announcement shall be made ½ hour prior to curfew.
- Agencies, groups or individuals will use entrance and exits designated by AARCB
- AARCB maintains the right to remove or have removed anyone conducting themselves in a disorderly manner
- AARCB telephones are not available for public use
- AARCB is not responsible for personal articles lost or stolen.

The lessee is obligated to pay for the cost of damages beyond ordinary wear and tear to property caused by the lessee or his/her clients as determined by the AARCB; thereby, agencies, groups or individuals agree to be responsible for damage to the building and its contents Admission to AARCB programs shall not be based in any way upon religious affiliation, church related school and other sectarian or church related organization attendance. Nor shall admission be based on race, sex, national origin or handicapped status.

The African-American Resource Center at Booker welcomes contributions from the community to assist with the operation of the Center.

I HAVE READ THE AARCB RULES AND REGULATIONS AND UNDERSTAND THAT ANY VIOLATION OF SAID RULES CAN RESULT IN THE CANCELATION OF THE USE OF THE AARC@B FACILITY. AN CHANGE IN THIS AGREEMENT WITHOUT NOTICE TO AARCB SHALL RENDER

LESSEE SIGNATURE _____ DATE _____

LESSEE SIGNATURE _____ DATE _____

DIRECTOR/DESIGNEE STAFF _____ DATE _____