



RALPH J BAILEY COMMUNITY CENTER

7219 E. Chicago St.

Sun River Terrace, IL 60964

815-304-4498

Website: www.Sunriverterrace.com

E-mail address: Sunriverterracecommunitycenter@comcast.net

ROOM RENTAL AND RESERVATION POLICIES

The Ralph J Bailey Community Center (SRTCC) hereby adopts these policies (the Policies) applicable to the rental of the Community Center Room(s), and other areas used for the event (Room(s)), and for reservations of such rentals (the Reservations). The policies will be periodically reviewed by SRTCC and revised as necessary. Final interpretation and enforcement of these policies shall be subject to the sole discretion of the SRTCC. These policies shall be incorporated by reference in each contract, defined herein, and shall be deemed to be part of each contract as is set forth in full on the contract.

1. Reservations

A signed reservation application/rental contract must be personally delivered to the Ralph J Bailey Community Center (address listed above) or the SRT Village Hall, 7267 E. Chicago St., Sun River Terrace, IL during regular business hours for processing. The contract must be signed by an authorized agent of Ralph J Bailey Community Center (the Agent) and the entity that is entering into the contract for rental of the Room(s) (the Lessee). **Rental Security Deposit is due when the reservation is accepted by the Agent. Payment in full of the Room(s) Rental Fee is due no later than five (5) business days prior to the date of the event for which the Room(s) is being utilized (the Event) or the deposit may be forfeited.**

Reservations shall be accepted on a first come first serve basis. All Room rentals are to occur during the hours of 6:00 am and 10:00 pm. Hours may be extended by special permission.

The Lessee shall provide the following information in all contracts.

- Requested date and times of the event
- Type of event
- Number of persons expected at the event
- Equipment needed (tables, chairs, kitchen, etc.)

2. Security Deposit

The deposit will be refunded in full to the Lessee if:

- There is no damage to the Room(s).
- All items on the Inspection checklist (provided to the Lessee) have been completed based on the Agent's final walk thru inspection report.

Fee schedules are set forth in Section 15 of these policies. All rental fees and security deposits must be paid in cash, cashier's check, and/or money order. Personal checks will not be accepted. Cashier's check or money order must be made payable to Ralph J Bailey Community Center.

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The deposit or portions thereof will be forfeited for the following circumstances:

- If damage to any area of the Room(s) occurs and/or if damage to or loss of equipment in the Room(s) occurs. The Lessee will be held financially responsible for any such damage and/or loss of equipment. Charges will reflect the repair or replacement costs, and time required for same. If the cost of repairing the damage is greater than the deposit, the excess amount will be billed to the Lessee.
- If it is necessary for SRTCC staff to completely clean the room post-event because of the neglect of the Lessee, the Lessee will be charged at the rate of \$20.00 per hour for time needed to complete the items on the inspection checklist. The minimum charge for the Village's completion of any item on post event inspection checklist is \$20.00.
- Room Rental Fee not paid in full a minimum of five (5) business days prior to the scheduled event date.

3. Cancellations

If a reservation is cancelled five (5) days or more prior to the date of the event, the Lessee will be refunded seventy-five per cent (75%) of the Room Rental fee and (100%) of the Deposit.

If cancellation occurs less than five (5) days prior to the date of the Event, (100%) of the Deposit will be refunded. THERE WILL NOT BE A REFUND OF THE RENTAL FEE. THE RENTAL FEE WILL BE FORFEITED.

The deposit will be refunded in full to the Lessee if the event is cancelled by Lessor prior to the Event or Agent cancellation due to severe weather or unforeseen circumstances.

4. Set-Up

Set-up, decoration and/or delivery times (flowers, food, DJ, etc.) must be included in the contract. All decorations shall be secured by masking tape only. No other tape, tacks, or nails may be used, as these cause damage to the building. **DOUBLE FACE TAPE IS NOT TO BE USED UNDER ANY CONDITIONS!** No decorations shall be attached to the ceilings. Decorations shall not cause damage and shall be of fire proof materials. Cost of repairs or any damage caused by removal of decorations shall be deducted from the deposit and if they exceed the deposit the excess will be billed to the Lessee.

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5. Access

The Agent or representative will open and close the Community Room(s) on the day of the Event. Rental of the Room(s) include access to community center restrooms. Depending on your rental agreement, tables and chairs are made available, as well as a kitchen with stove, microwave, and a refrigerator. Lessee is responsible for all items placed in the refrigerator, microwave, or stove during his/her event. Lessee is also responsible for the clearing and cleaning of the stove, oven, microwave and refrigerator. No food items are to be left in the refrigerator, microwave or the stove. Leftover food is a safety hazard and could cause a food borne illness to occur.

All appliances must be left clear/empty and cleaned or the lessee will be subject to a cleaning charge that will be deducted from the security deposit.

6. Closure of Community Room

All applicable fees will be returned to the lessee if the Agent, in the sole discretion of its officials, determines that the Room(s) must be closed on the date of the event due to severe weather or other unforeseen circumstances.

7. Responsibility for the Premises

The Lessee shall be responsible for the care and safekeeping of all property located in the Community Center and the Room(s), including the hallways, the restroom facilities, and shall also be responsible for the enforcement of these policies. The Lessee assumes all liability for any damage caused to the room(s) that are used during the event.

8. Restrictions

- No Smoking is allowed inside the Community Center or within 25ft. of the Centers' grounds, including parking lots.
- No Alcoholic beverages will be allowed in the Community Center.
- The Lessee may only use the Room during the hours specified in the contract.
- Reservations are not assignable.
- The Lessee must be present always during the event.
- All event activities must be properly supervised and operated by responsible adults.
- Please do not allow anyone in your party to roam around unauthorized areas of the building.

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- Lessee must not set-up in any way that blocks any hallways or exit doors!
- Lessee must not leave the building unattended with doors unlocked at any time.

9. Rules Violations

If any event activity violates any of these policies and/or if the event has no adequate supervision, at the sole discretion of the Agent/Village, the event may be suspended or terminated immediately, and/or the Lessee may lose the privilege of future use of the Room(s), their deposit, future entrance into the Community Center, or all the above.

10. Security

Agent reserves the right to require the Lessee to hire security for law enforcement and protection of the Room(s). If such a requirement is invoked, all related costs are the responsibility of the Lessee.

11. Indemnifications, Waivers, and Insurance

To the fullest extent permitted by law, Lessee, its successors and assigns (collectively, the "Indemnitor") shall indemnify, defend and hold harmless the Agent and SRT, its committees, officers, agents, and employees (collectively, the "indemnitees") from and against any claims, demands, obligations, causes of action suits, controversies, agreements, promises, sums of money, damages, and any and all claims, counter claims, defenses, rights of set-off, demands and liabilities whatsoever of every kind and nature, known and unknown, suspected or unsuspected, at law or in equity, including without limitations all attorney fees and cost, that indemnitee may now or hereafter sustain by any person or entity, resulting from the negligent or other wrongful acts or omissions of the indemnitor, its agents, employees or invitees, occurring or alleged to have occurred in whole or in part in connection with the Lessee's use of the Room(s). Further, while Indemnitor shall defend Indemnitee against all claims Indemnitor's sole cost and expense. Indemnitee shall have the power to select the attorneys that represent indemnitee in such claims and the power to direct the defense of such claims.

12. Eligible Groups

Non-discriminatory groups, residents, non-residents, non-profit organizations, and corporate companies are eligible to rent/lease the Room(s). Priority will go to SRT Programs, and then to SRT residents.

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12.5 Photo Use Release Clause

I hereby grant and authorize the Ralph J Bailey Community Center, its representatives and employees the right to take, edit, alter, copy, exhibit, publish, distribute, and make use of all pictures or video taken of me to be used in and/or legally promotional materials for the agency without payment or other consideration. This authorization extends to all languages, media, formats, and markets now known or hereafter devised. This authorization shall continue indefinitely, unless I otherwise revoke said authorization in writing.

I understand and agree that these materials shall become the property of the Ralph J Bailey Community Center and will not be returned. I hereby hold harmless and release the Ralph J Bailey Community Center from all liability, petitions, and causes of action which I, my heirs, representative, executors, administrators, or any other person may make while acting on my behalf or on behalf of my estate.

13. Eligible Events

The Room(s) may be used for events such as educational, recreational, family, civic, etc. Lessee's use of the Room(s) shall be limited to the description of the Event as is contained in the contract.

14. Equipment and Materials

Any electrical equipment to be used must be listed in the contract. Electrical equipment must be UL listed and in good condition. Any flammable or toxic materials must be listed on the reservation application. Generally, flammable liquids and gases will not be allowed. **Helium** may be an exception with special permission.