



RALPH J. BAILEY COMMUNITY CENTER

7219 E. Chicago St.

Sun River Terrace, IL 60964

815-304-4498

Website: www.Sunriverterrace.com

E-mail address: communitycenter@sunriverterrace.com

Ralph J. Bailey Community Center Room Rental & Reservation Policies

The Ralph J. Bailey Community Center (RJBCC) establishes these policies (the "Policies") for the rental and reservation of its rooms and other event spaces (collectively referred to as the "Room(s)"). These Policies are periodically reviewed and may be updated as necessary. The RJBCC retains full discretion over the interpretation and enforcement of these Policies. Each rental contract will incorporate these Policies by reference, making them an integral part of the agreement.

1. Reservations

To secure a reservation, a signed rental application and contract must be submitted in person to either the Ralph J. Bailey Community Center or the SRT Village Hall at 7267 E. Chicago St., Sun River Terrace, IL during regular business hours. The contract must be signed by both the authorized representative of RJBCC (the "Agent") and the Lessee (the individual or organization renting the Room(s)).

- **Security Deposit:** A rental security deposit is due at the time the reservation is confirmed, upon acceptance by the Agent.
- **Payment Deadline:** The full rental fee for the Room(s) must be paid at least five (5) business days before the event. Failure to do so will result in forfeiture of the security deposit.
- **Reservation Timeline:** Reservations are accepted on a first-come, first-served basis.
- **Rental Hours:** Rentals are available between 6:00 AM and 10:00 PM. Extended hours may be requested and will be considered on a case-by-case basis.

When submitting the reservation, the Lessee must provide the following details:

- Requested event date and times
- Type of event
- Expected attendance
- Required equipment (e.g., tables, chairs, kitchen access, etc.)

2. Security Deposit

The security deposit will be refunded in full under the following conditions:

- There is no damage to the Room(s).
- All conditions outlined in the Inspection Checklist (provided to the Lessee) have been met, as confirmed by the Agent's final walk-through inspection.



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Fee Payment:

All fees, including the rental fee and security deposit, must be paid by cash, cashier's check, or money order. Personal checks will not be accepted. Cashier's checks or money orders should be made payable to the *Ralph J. Bailey Community Center*.

Forfeiture of Deposit

The deposit or portions of the deposit may be forfeited under the following conditions:

- **Damage to Room(s) or Equipment:** If any area of the Room(s) or equipment is damaged or lost, the Lessee will be financially responsible for the cost of repairs or replacement. Charges will reflect the cost of repairs, replacement, and any time required for such actions. If the repair costs exceed the deposit amount, the Lessee will be billed for the remaining balance.
- **Cleaning Fees:** If RJBCC staff must perform cleaning due to the Lessee's neglect, the Lessee will be charged \$25.00 per hour for the time required to complete the items on the post-event inspection checklist. The minimum charge for any cleaning required is \$25.00.
- **Late Payment of Rental Fee:** If the full Room Rental Fee is not paid at least five (5) business days prior to the scheduled event, the deposit will be forfeited.

3. Cancellations

- **Cancellations 5+ Days Before the Event:** If the reservation is canceled at least five (5) business days prior to the event, the Lessee will receive a refund of 75% of the Room Rental Fee, along with 100% of the security deposit.
- **Cancellations Less Than 5 Days Before the Event:** If the reservation is canceled less than five (5) business days before the event, the full deposit will be refunded, but the Room Rental Fee will be forfeited. No refund will be provided for the rental fee.
- **Cancellation by RJBCC or Force Majeure:** If the event is canceled by RJBCC or due to severe weather or other unforeseen circumstances, the Lessee will receive a full refund of the deposit.

4. Set-Up and Decorations

- **Set-Up & Delivery Times:** Set-up, decoration, and/or delivery times (e.g., flowers, food, DJ) must be included in the reservation contract.
- **Decoration Guidelines:** All decorations must be secured with masking tape only. The use of other adhesive materials (such as tacks, nails, or double-sided tape) is prohibited as they can damage the facility. Double-faced tape is strictly prohibited. **1. Decorations**
- No decorations are permitted on the ceilings. All decorations must be non-damaging and made of fireproof materials. Any repairs needed due to decorations will be deducted from the security deposit, and if the cost exceeds the deposit, the Lessee will be billed for the difference.



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- **Access**
- The Agent or their representative will open and close the Community Room(s) on the day of the event. The rental includes access to the community center's restrooms. Depending on the rental agreement, tables, chairs, and kitchen facilities (including a stove, microwave, and refrigerator) may be available. The Lessee is responsible for managing any items placed in the refrigerator, microwave, or stove during the event. Additionally, the Lessee must clean all appliances (stove, oven, microwave, refrigerator) after use. No food should be left in any of the appliances. Leftover food poses a safety risk and could lead to foodborne illness.
- If appliances are left uncleaned, the Lessee will incur a cleaning fee deducted from the security deposit.
- **3. Closure of Community Room**
- If the Agent or their officials determine that the Community Room(s) must be closed due to severe weather or other unforeseen circumstances, all applicable fees will be refunded to the Lessee.
- **4. Responsibility for the Premises**
- The Lessee is responsible for the safekeeping of all property in the Community Center, including hallways and restrooms, and for enforcing these policies during the event. The Lessee assumes liability for any damage to the Room(s) used during the event.
- **5. Restrictions**
- Smoking is prohibited inside the Community Center and within 25 feet of the grounds, including parking lots.
- Alcoholic beverages are not allowed inside the Community Center.
- The Lessee is permitted to use the Room(s) only during the hours specified in the contract.
- Reservations are non-transferable.
- The Lessee must be present throughout the event.
- All event activities must be supervised by responsible adults.
- No one in your party should access unauthorized areas of the building.
- The Lessee must ensure that setup does not block hallways or exit doors.
- The building must not be left unattended with unlocked doors at any time.
- **6. Violations of Rules**
- If any event activities violate these policies or if there is inadequate supervision, the Agent/Village may suspend or terminate the event immediately, and/or the Lessee may lose the privilege of future use of the Room(s) and forfeit their deposit.
- **7. Security**
- The Agent may require the Lessee to hire security personnel for law enforcement and protection of the Room(s). Any related costs will be the responsibility of the Lessee.
- **8. Indemnification, Waivers, and Insurance**
- The Lessee agrees to indemnify and hold harmless the Agent and SRT, its committees, officers, agents, and employees from any claims, damages, or liabilities resulting from the Lessee's use of



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- the Room(s). This includes any damage arising from negligent or wrongful acts of the Lessee, its agents, employees, or guests.
- **9. Eligible Groups**
- The Room(s) are available for rent to non-discriminatory groups, residents, non-residents, non-profit organizations, and corporate entities. Priority will be given to SRT programs and residents.
- **10. Photo Use Release**
- By renting the Room(s), the Lessee grants the Ralph J Bailey Community Center the right to take and use photographs and video footage of the event for promotional purposes, without compensation. This authorization is indefinite unless revoked in writing.
- **11. Eligible Events**
- The Room(s) may be used for educational, recreational, family, civic, and other approved events as detailed in the contract.
- **12. Equipment and Materials**
- All electrical equipment must be listed in the contract and must be UL-listed and in good condition. Flammable or toxic materials must be disclosed in the reservation application. Generally, flammable liquids and gases are prohibited, but helium may be permitted with prior approval.
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