



Indoor Facility Rental Application

10 N. Water Street
 South Elgin, IL 60177
 (847) 622-0003
 southelgin.com

Renter Contact Information

Organization/Company (if applicable) _____

First Name _____ Last Name _____

Address _____ DOB _____

City _____ State _____ Zip Code _____

E-mail Address _____ Primary Phone _____

Facility Rental Information

Day requested _____ Date requested _____

Arrival Time (include set-up) _____ Departure Time (include clean-up) _____

Purpose of Rental _____

Expected Attendance _____ Kitchen available for \$15 flat fee (circle one) Yes No

Room Rental Information (1 W. State St., South Elgin)

Room	Max. Capacity	Dimensions	Resident Fee <i>(Weekday/Weekend)</i>	Non-Resident Fee <i>(Weekday/Weekend)</i>	Selection <i>(Choose one)</i>
North Room	60	40 x 30	\$25/\$40 per hour	\$65/\$80 per hour	
East Room <small><i>(available 6/1-8/1 only)</i></small>	40	33 x 24	\$25/\$40 per hour	\$65/\$80 per hour	

Alcohol is not permitted during rentals.
All Rentals must be completed no later than 10pm on all days of the week.
All Reservations must be booked 2 weeks prior to event date.

Renter's Consent and Signature

I shall indemnify and hold harmless the Village of South Elgin from any and all claims, demands, actions, or suits arising out of in connections with rental. I, as the authorized renter, have read, understand and accept all of the information stated on the front and back of this contract, in its entirety, and agree to abide by it.

Signature _____ Date _____

Office Use Only

Approved by _____ Posted in RecTrac Date _____

Receipt # _____ Deposit Paid \$ _____ Cash Check Visa/MC (online only)

Rental Paid in Full \$ _____ Deposit Refund Date _____



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Room Rental Rules and Regulations

1. Filing this request form DOES NOT automatically constitute approval of the facility, nor time requested. Please allow 3-5 working days for approval/denial.
2. All rentals will be processed on a first-come, first-serve basis. All requests will be reviewed and accepted/denied based on nature of rental, and facility/staff availability.
3. The Village reserves the rights to reject any rental which it feels is not appropriate.
4. The Village reserves the right to modify the deposit and/or rental fees if deemed necessary based on the size or scope of the rental request.
5. Renter filing request must be 21 years of age and must be in attendance the entire duration of the event.
6. Full rental payment must be received no later than 11am the Thursday prior to rental date.
7. Any renter who arrives early or stays beyond their scheduled time will be required to pay for additional time.
8. The "Rental Period" is defined as the entire amount of the time during which the renter occupies the facility. This includes time for set-up and take-down. Facility use will be the time designated on the application. The Village's clock shall be the official time. If the renter fails to show after one half hour of their rental start time, they will be judged as a "No Show" and the building will be closed and staff sent home.
9. The Village shall not be liable for the damages or its failure to perform due to contingencies beyond its reasonable control, including, but not limited to fire, storm, earthquake, explosions, public disorder, riots, equipment failures, building failures, or acts of God/nature.
10. Room rentals are not permitted on any of the following days: New Year's Eve, New Year's Day, Easter, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day or any days that Village blacked out due to Special Events.
11. A deposit plus the rental fee payment will be required after the confirmation form is received. When filling out the request form, write the exact time you plan to enter the building and the exact time of departure. The security deposit will be returned as long as there is no damage to the rented area, or excessive clean-up required, and you used the area rented within your requested hours.
12. Cancellations made 10 days or less prior to the rental date will forfeit their deposit.
13. If the room is not left in satisfactory condition according to a post-rental checklist or staff reports, or you arrive to or stay longer than your approved rental time, the Village may keep all or part of the deposit and/or charge an additional fee. The organization or renter shall assume liability for any damage done to the building or equipment or area rented and will be responsible for leaving the facility in satisfactory condition. The security deposit will not be charged if the facility rented is found to be in acceptable condition as to cleanliness, timeliness and damage following the rental.
14. The door to the lobby must be closed once all guests arrive.
15. The building or equipment shall not be used by any person(s) or corporation for private business profit or gain.
16. The room rented must be left in the same condition as you found it. The Village will provide garbage cans and liners. The Village will remove and replace them as needed during the rental. Any materials/decorations brought in must be removed at the end of the rental. No decorations can be adhered to the walls that will leave permanent damage/marks.
17. It is understood all renters and their guests will comply with the rules, regulations, and ordinances of the Village of South Elgin and the State of Illinois in use of the facility.
18. The Municipal Annex is a multi-use facility. Please be aware that there may be other activities/programs taking place in the building during your rental. Use of the facility by the renter and all parties present is confined to the room rented and the public restrooms only. No other areas of the building may be accessed.
18. Candles & fog machines may not be used as decorations for any rental.
19. The Village provides no health/accident insurance for groups using its facilities. Groups may be requested to provide a Certificate of Insurance, signifying they have sufficient insurance coverage.
20. Renter may not bring alcoholic beverages onto Village property. All food and drink must be kept in the area rented; participants may not carry food/drink throughout the building.
21. All renters and their guests are expected to act in an orderly fashion and are financially responsible for any damage occurring to the building, grounds or equipment.
22. For any function, a competent adult (21 years of age or older) or chaperones must be provided by the renter for supervision. Village staff will not act as chaperones. If the rental is a youth function, the renter must have 1 adult for every 10 youths under the age of 18.



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Room Rental Rules and Regulations, cont.

22. Rentals may be overseen by a Village of South Elgin Staff member. Village Staff the right to reasonably restrict the group's use of the facility to protect Village property, the renters, and their guests from damage or injury. Should guests become unruly, the renter must cooperate with the staff. It is the responsibility of the renter to notify guests of the duties and authority of the Village Staff.
23. For room rentals, the Village provides tables and chairs. All other items must be provided by the renter. The kitchen is available at an extra charge for warming and storing items only. Cooking is not permitted by renters.
24. The Village of South Elgin is not responsible for loss, theft or damage of personal property or equipment.
25. Smoking is not permitted in Village of South Elgin Facilities in compliance with the Illinois Clean Air Act. Smoking is not permitted within 15 feet of the Municipal Annex in compliance with the Smoke Free Illinois Act.
26. The renter gives the Village the right to pursue collection methods for bad checks, damages or additional time used, and agrees to pay for such methods.
27. The renter and/or organization using this facility agrees to comply with the intent of the Americans with Disabilities Act and will not discriminate in any way against a person with a disability. All costs of doing so will be the responsibility of the organization or the renter.
28. Not complying with these facilities usage stipulations will result in cancellation of the usage, even if the rental time has not expired, and forfeiture of all monies paid.
29. Rates and procedures are subject to change.

Renter's Name: (print clearly): _____

Date: _____

Renter's Signature: _____