

Office Use:

Name: _____

Date: _____

Key #: _____

Amount Paid: _____

VILLAGE OF MANHATTAN
 260 Market Place
 Manhattan, IL 60442

VILLAGE HALL
 (815) 418-2100

POLICE DEPARTMENT
 (815) 478-3226

COMMUNITY ROOM AGREEMENT

This Agreement, made on _____, between the VILLAGE OF MANHATTAN, an Illinois Municipal
TODAY'S DATE

Corporation, herein referred to as "VILLAGE", and _____ whose address is
RENTER'S NAME

_____, herein referred to as "RENTER".
RENTER'S ADDRESS

The parties agree as follows:

VILLAGE agrees to provide RENTER the Community Room at Village Hall on the following day(s):

_____ **Frequency:** ONE TIME USE WEEKLY MONTHLY
DATE OF RENTAL OTHER _____

FOR THE FOLLOWING HOURS:
 [INCLUDING SET-UP AND CLEAN-UP]

_____ [A.M. / P.M.] _____ [A.M. / P.M.]
[BEGIN] [END]

(INITIAL) RENTER ATTESTS THAT THEY ARE A RESIDENT OF THE VILLAGE OF MANHATTAN.
 RENTER agrees to pay a \$50 room rental fee (non-refundable). Does not apply to Non-Profit Groups, HOA's, etc.
 RENTER agrees to pay a key deposit of \$25.00 which will be refunded when the key is returned.

1. It shall be the RENTER'S responsibility to pick up the key for the Community Room during normal business hours (Monday – Friday 8:30 A.M. to 4:30 P.M.) in advance of the scheduled meeting time. RENTER shall return the key during normal business hours to Village Hall after use. At that time the key deposit of \$25 will be refunded to the RENTER.
2. RENTER acknowledges that the doors to the Meeting Room will automatically lock at 8:30 P.M. You do not need to secure the room if you leave prior to 8:30 P.M. You are not held responsible for the room anytime after your departure. There are security cameras in the room.
3. RENTER agrees to assume all supervisory responsibility for all persons present at facility during rental period.
4. RENTER agrees to clean the facility leaving it in the same condition as it was prior to rental period. The chair arrangement in the room must be returned to its original formation.
5. RENTER agrees to reimburse the VILLAGE for any and all costs, which result from damage done to the facility during the rental period. The VILLAGE will provide an itemized cost of repairing damage, or the cost to replace VILLAGE property.

6. RENTER agrees that **NO alcoholic beverages** may be served or consumed on premises or gambling. Smoking is not permitted anywhere inside the building.
7. RENTER agrees to have no physical activity in the room (exercise class, physical games, etc.) that may cause physical harm to an individual.
8. RENTER agrees that **NO** tape, staples, tacks, or any other fastening devices shall be secured to the walls or ceiling of the premises.
9. RENTER shall indemnify and hold the VILAGE harmless from all loss, liability, cost, or damages that may occur or be claimed with respect to any person or property on, in, or about the leased premises, or to the leased premises themselves resulting from any act done or omission by or through RENTER, its agents, employees, invitees, or any person on the premises by reason of RENTER'S use or occupancy or resulting from RENTER'S non-use, or possession of such property, any and all loss, costs, liability, or expense resulting therefrom; and further agrees at all times to maintain such premises in a safe and careful manner.
10. RENTER agrees to report any problems with the facility to Village Hall personnel. If problems occur during rental period, and it is other than normal business hours, RENTER shall contact the Manhattan Police Department at (815) 478-3226.
11. RENTER agrees that it shall not exceed room capacity of 50 people. RENTER also agrees not to violate any other Federal, State, or local laws.
12. Violation of rental agreement may prevent future rental of facilities.

IN WITNESS THEREOF the parties have executed this Agreement at the Village of Manhattan the date and year first above written.

VILAGE OF MANHATTAN

VILAGE REPRESENTATIVE

(INITIAL) I have read, and accept, the terms of the rental agreement.

RENTER'S SIGNATURE: _____

RENTER'S ORGANIZATION/ADDRESS: _____

PHONE NUMBER (HOME/WORK/CELL): _____

EMAIL: _____