

UPPER LEVEL COMMUNITY CENTER RENTAL AGREEMENT

This agreement is made between the Tri-Township Park District and:

Name _____ Phone #: _____

Address _____ City, State, Zip: _____

Event: _____ # of Attending _____

Date of Event _____ Time _____ To _____

*Note: Because the facility must be checked daily by staff prior to a rental, the room will not be available until after 9:00 AM at the earliest.

Arrangements to view the facility must be made through the park office & you must be accompanied by a park employee.

Facility holds up to 150 people

Email address: _____

	Resident	Non-Resident
Rental fee:	\$300.00	\$400.00
Deposit:	\$300.00	\$400.00

Date Paid: _____

Receipt # _____

Check #/Cash _____

Event waived by _____

ALL CHECKS SHOULD BE PAYABLE: TRI-TOWNSHIP PARK DISTRICT. Contract must be signed and paid in full 1 month prior to the event date.

Deposit checks not picked up within 7 days after the event will be shredded.

Rental is only for the day of the event. No early admittance to the facility.

Keys need to be picked up 1-2 days prior to the rental date at the Park Office by no later than 4:45pm, at 410 Wickliffe St, Troy, IL 618-667-6887. Failure to pick up keys will result in a \$25.00 fee.

LOCK ALL DOORS WHEN LEAVING FACILITY.

Please read the following agreement and sign at the bottom of the 2nd page.

If you have any question or addition to this contract they will need to be noted at this time. Any special arrangements noted by the Park staff.

ALL TRI-TOWNSHIP PARK DISTRICT ORDINANCES AND THE FOLLOWING COMMUNITY CENTER RULES SHALL BE OBEYED. FAILURE TO OBEY WILL RESULT IN FORFEITURE OF YOUR SECURITY DEPOSIT. FOR MAJOR DAMAGES, YOU WILL BE BILLED FOR RESTORATION IN ADDITION TO FORFEITURE OF YOUR DEPOSIT.

1. Rice, confetti, glitter (stars, hearts, etc.) or birdseed shall not be used on the premises, either inside or outside of the building.
2. Any use of the Community Center other than what is stated on the contract.
3. No alcoholic beverages without a liquor permit.
4. NO SMOKING! The Community Center is a SMOKE FREE building.
5. Any and all Damages to equipment or the Facilities.
6. All activities must conclude by midnight.
7. No use of smoke machines
8. All removal of Center's decorations must be pre-approved and decorations must be replaced in exact location before leaving .
9. Fireplace is for decoration only and should not be lit.
10. Front door has ADA assist and cannot be propped open.
11. Front door must be locked when exiting the building after the event.
12. Equipment rentals cannot be left in the facility overnight.
13. There should be no interference with lower level renter. They have their own set of rights, rules and responsibilities. Consideration should be extended to their event also. Please be courteous.
14. No pets allowed in the building except service dogs.
15. Balloons can be used in the building but cannot be attached to the ceiling fans.
16. No incense or candle burning allowed in building.
17. Keys must be returned to Park Office within 3 business days before the refund can be returned.
18. Extension cords must be furnished by renter. Do not re-arrange extension cords in use by the center.
19. Moving of tables and chairs from the lower level is prohibited.
20. Early admittance to facility will cause the forfeiture of your deposit.

Renter Signature

Date

Park Staff Signature

Date

In Case of emergency Phone: 618-920-2100 or 618-973-4443.

Major issues contact Troy Police Department at 667-6731.

Additional Details

The above list of prices, rules and regulations, and agreement was approved by the Tri-Township Park District Board of Commissioners.

Revised 7-13-17