



# City of Fairview Heights

## Community Room Contract

10025 Bunkum Road  
 Fairview Heights, IL 62208  
 (618) 489-2040  
 parks@cofh.org  
 Open: Monday-Friday  
 Hours: 7:30 a.m.-4:00 p.m.

Today's Date: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Business/Group/Organization: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Intended Time Frame: \_\_\_\_\_

### Rental Information

Hours:..... 9:00 a.m.-10:00 p.m.  
 User Fee:..... \$75.00 per day (Mon— Sun and  
 Holidays)  
 Security Deposit:..... \$150.00

Rental	Item	Cost
<input type="radio"/>	Residents (Mon.-Sun)	\$75.00
<input type="radio"/>	F.H. Organizations (Mon-Thurs)	\$0
<input type="radio"/>	Organizations (Mon-Sun)	\$75.00
<b>Total Fees:</b>		
Security Deposit: Check/Debit-Credit Card		Check # _____

### Brief Overview of Room Details

- Number of Attendees must not exceed 60.
- 10 - 6' tables will be set up with 6 chairs on top of each table.
- We do not allow alcohol to be present at reservations.
- Food may be served using crockpots, roasters, or catering dishes. No cooking is allowed.
- DJ's or Bands are not permitted in the Community Room.
- If you wish to hang signs or banners, magnetic hooks are supplied on the ceilings of the Community Room. Each ceiling hook can hold up to 25 pounds.
- Temporary signs, balloons, banners may be put up outside the Community Room and Police Department, as long as they are removed after the event.
- The buying or selling of any products, food, beverages or any other item is not permitted.
- If any problems during your reservation occur, please call the Fairview Heights Police Department (618) 489-2100.

### Community Room Agreement Information

The undersigned, as applicant or as applicant's duly authorized agent in this regard, as the case may be, certifies to the Fairview Heights Parks and Recreation and agrees to the following:

- Applicant's willing misrepresentation of any fact contained in the application shall constitute grounds for the Fairview Heights Parks and Recreation to, without any prior notice or inquiry of any kind, immediately deny permit.
- Applicant hereby agrees to be financially responsible for the repair of any damages to Community Room property caused by or as a result of the above mentioned use of Fairview Heights Parks and Recreation facilities.

## Community Room Agreement Information Continued

- Applicant understands the City of Fairview Height Parks & Recreation Department will not be liable for any claims for injury to damages resulting from or arising out of the facilities premises and the permit holder agrees to indemnify the City of Fairview Heights and hold it harmless against any and all such claims, damages, losses, or expenses.
- Applicant will make sure the area being reserved will be left in good condition at the time of departure. Failure to do so will result in forfeiture of deposit. See the cleanup checklist (page 4) for additional charge breakdown.
- Applicant agrees to be present at least 30 minutes prior to the start of the event, present for the entirety of the event and present at least 30 minutes after the event or whenever the last person leaves the area/facility, which ever happens first.
- Applicant understands the costs incurred by the Fairview Heights Parks and Recreation for the repair or replacement of any damaged part of the area/facility rented will include legal expenses incurred by the City should the recoupment of the costs require the City to pursue legal action.
- Applicant understands that at any time during the use of the park facilities, the Police have the authority to check that applicants are complying with the rules of the Parks and Recreation Department and the laws of the City of Fairview Heights.
- Applicant agrees to enter the building no earlier than 9:00 a.m. on the rental date.
- Applicant understands that the area/facility should be cleaned, vacated and locked no later than 10:00 p.m.
- Rentals cancelled within 15 days (or more) notice prior to rental will be given 100% refund less the 5% transaction fee.
- Rentals cancelled between 8-14 days prior to rental date will be given 50% refund less the 5% transaction fee.
- Applicant understands that a cancellation within 7 days or less notice is non-refundable.
- Applicant will not charge a fee to anyone to enter the area/facility during the reservation.
- Applicant will not charge a fee to obtain food or beverage at the area/facility during the use.
- Applicant understands the deposit will be refunded by check in 3-4 weeks after use, if applicable.
- Applicant understands that the entry key for the Community Room must be picked up on the business day prior to the rental date at the Fairview Heights Parks and Recreation, 10025 Bunkum Road, Fairview Heights, IL 62208 (7:30 a.m.-4:00 p.m. Monday-Friday, except holidays). Applicant is responsible for the safekeeping of the entry key and must leave the key in the drop box on the outside of the Parks & Recreation Office doors.

## General Usage Rules

- All Parks & Recreation facilities are smoke free.
- No equipment installation or building modifications are to be made unless approved in advance by the Director of Parks and Recreation.
- Decorations used in the building are to be as fireproof as possible. Items may not be hung or attached to any painted surfaces throughout the room.
- The facility is not equipped for cooking; but, prepared food may be brought into the building for serving, provided all food and catering equipment is removed at the end of the event/activity.
- Activities/events are to be carried on inside the building only and are not to expand to adjoining parking areas in a manner as to disturb neighbors.
- No candles or other inflammable materials shall be used, except for food warming equipment brought by caterers. This includes centerpieces.

## Before you leave make sure each item has been checked off the list.

Towels can be found in the drawers located in the kitchen for cleanup purposes. A bottle of vinegar/water solution can be found in lower cabinet, please use this to wipe down surfaces before your departure. Please dispose the wet/used towels in the marked receptacle next to sink. The dust mop and broom can be found in the tall cabinet next to the sink.

- ◇ Tables and chairs returned to their original placement
- ◇ Clean tables
- ◇ Clean chairs
- ◇ Clean counters
- ◇ Clean sinks
- ◇ Sweep floors
- ◇ Remove trash in all areas (kitchen and restroom) and take to dumpster at the end of your event
- ◇ Remove all food from the refrigerator/freezer
- ◇ Make sure all lights are turned off before you leave the building (they are located at each end of the room)
- ◇ Lock door and leave your key in the drop box located to the left of the Parks and Recreation Front Door
- ◇ If the key is not returned to the Parks & Recreation Office by the Wednesday after your reservation, there will be a \$75 charge.
- ◇ If the key is not returned to the Parks & Recreation Office after two weeks, there will be a \$150 charge.
- ◇ If you notice anything that needs to be replenished, please make a note on the dry erase board.

**Please note that in the event that the aforementioned items are not completed and any rules outlined in the contract, are not complied with during your event, we may charge your debit/credit card up to \$150**

## General Usage Rules Continued

- Fairview Heights Parks & Recreation will have the tables and chairs set up for events. Tables and chairs may be rearranged as long as the party returns them to their original position.
- All activities/events shall be properly controlled and supervised whenever persons participating in the activity are less than 18 years of age. A minimum of 1 adult representative per 10 youth must be present (the hiring of the building attendant will be determined by the parks staff) at youth events during the entire activity/event. In the event of the Police being called for a disturbance inside or outside of the facility Fairview Heights Parks and Recreation will hold all or partial amount of the security deposit.
- The Fairview Heights Parks and Recreation is not responsible for the loss of or damage to guest's belongings.
- All events are to be concluded and cleanup completed by contract end time. Setup and cleanup must be done only during the time the facility has been reserved. Early setup or late cleanup will not be permitted.
- Items that are brought into the building must be removed from the building and not left for next day to pick up.
- Clean up is to be done by groups/individuals using the facility. Failure to properly clean the building will result in forfeiture of rental deposit and denial of future reservations. All trash is to be bagged, tied and removed from the building and placed in the dumpster/receptacles located in the parking lot.
- The Fairview Heights Parks and Recreation reserves the right to limit the number of people allowed in the area rented to 60 persons.
- Events may be terminated by the Fairview Heights Parks and Recreation due to emergency or breach of rules and regulations.
- It is agreed that the individual/organization making the reservation will be held responsible for ensuring that the facilities rules and regulations are complied with. Failure to comply with the above rules and regulations can and will result in forfeiture of security deposit and denial of access to the facility.
- No amplified sound is allowed without prior approval.
- No collection of fees or solicitation of funds is allowed without prior approval from City Council.

## Acknowledgement

Upon signing of this agreement, you accept the Community Room Rules and Regulations provided to you and made a part of this Agreement. Terms and conditions are subject to change without notice.

In consideration for the right to use the facility, the applicant/organization hereby agrees to hold the City of Fairview Heights harmless and to indemnify the City for any injury to person or property which may occur on the City's premises during applicant's/organization's use of the premises. The applicant/organization further agrees to leave the City premises in a reasonable neat and clean condition at the conclusion of the applicant's/organization's use of the premises.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date