Community Room Rental Application

Name: _____Email: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Rental Date: _____ Rental Hours: _____
(include set-up/clean-up)

Type of Event: _____Organization (if any): _____

Will alcohol be served? YES_____ NO_____ *(If YES, alcohol cannot be sold on-site and tap quantities are not allowed).* **Underage drinking is prohibited.**

- Room Reservation: $100.00
- Security Deposit: $150.00 (may be retained to cover damage or non-cleaning).
- The renter is responsible for damage caused to the facility's furniture, equipment, and structure during the event.
- Renters must not nail decorations to the ceiling tiles, walls, or woodwork.
- The renter is responsible for cleaning the room, restrooms, and kitchen, AND returning the furniture to the instructions located on the refrigerator.
- The room must be cleaned and vacated by midnight of the event.
- The building will be inspected after each use and the security deposit will be returned after the key is returned.
- Weeknight reservations may be canceled if the Village Board needs an emergency meeting.

Rental Hours: Monday - Friday   4:00 pm - Midnight.
　　　　　　　　Saturday & Sunday   7:30 am - Midnight

Pick Up Key Card/Room Tour: Mon - Fri 8:00 am to 3:00 pm the week before your event
The key card opens the **Community Room Entrance door only** and is active until midnight of the event. The key card must be returned within 2 business days after the event. A $25.00 fee will be applied for lost or unreturned cards.

I agree to indemnify and save harmless the Village of Harrison and their employees and elected/appointed officials and their agents from any liability from claims of bodily damage, or any other nature whatsoever arising out of the use of the Community Room. I have received a copy of the Community Room rental guidelines attached to this contract and agree to abide by all the rules and regulations formulated by the Village of Harrison for the use of the building and facilities located in the Village of Harrison.

Renter Signature _____ Date_____
　　　　　　　　　(Applicant must be 18 years or older)

Village Staff Signature _____ Date _____

Office Use:	Key:	Staff Int:
$150 Security Deposit - Ck# _____	Date Issued _____	_____
$100 Room Rental Fee - Ck# _____	Date Returned _____	_____

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Community Room Guidelines

1. The community room may be rented only by government offices, and Village of Harrison residents, business owners, and civic organizations. The community room rental fee is $100.00.

2. A separate $150.00 deposit is required. The deposit will be returned if the facility is <u>properly cleaned, no damage to the facility's furniture, equipment, and structure is found, and the key card has been returned</u>.

3. The community room is free to government offices, veteran groups, and civic organizations during weekdays. Normal rental fees apply for Friday, Saturday, and Sunday events.

4. The Community Room is not available for the following activities:

   - Weddings/Wedding receptions
   - Bachelor/Bachelorette parties
   - Funerals/Funeral receptions
   - Commercial or retail sales activities or events, rummage sales, craft sales, scrapbooking, and hobby or collector shows/sales.

5. The community room is not available for rent on the following holidays:

   - New Year's Eve and New Year's Day
   - Easter Sunday
   - Memorial Day
   - Fourth of July
   - Labor Day
   - Thanksgiving Day
   - Christmas Eve and Christmas Day

6. Community room reservations can be made no sooner than 1 year in advance.

7. No "rental fee" refunds are given once the contract and fees are received.

8. Reservations for recurring events (e.g., "the first Monday of each month") will not be accepted.

9. **The room must be cleaned and vacated by midnight.**

10. The seating capacity for the community room is **130** people. This is strictly enforced for fire and insurance purposes.

11. For emergencies during your rental event, see the on-call number provided with the key card.

12. Smoking inside the building is prohibited.

Cleaning Checklist

Complete the following before midnight of your event.

- **Do NOT pour grease/oil/food down any drain, toilet, or urinal.**
- **Let grease/oil cool and harden then place in the garbage.**

☐ Turn off stove/oven/appliances

☐ Wipe down tables & chairs

☐ Wipe down countertops and any appliances used in the kitchen

☐ Remove your food from the refrigerator

☐ Return tables & chairs to their original position

☐ Remove any decorations

☐ Sweep & vacuum floors; mop up any sticky spills

☐ Take all garbage & recycling (kitchen, community room, restrooms) to the designated dumpsters located on the north side of the building. Replace all garbage bags.

☐ Flush toilets in restrooms

☐ Turn off lights in kitchen, hallway & community room

☐ Lock the entrance door with the Allen wrench

☐ Return building keys to the kitchen drawer

☐ Return key card to the office or in the drop-box within 2 business days

You are responsible to bring:

- ✓ Dish towels, dish soap, & dish cloths
- ✓ Serving utensils
- ✓ Coffee, cups, creamer, etc.

Keep this copy for future reference