

# West Chicago Community Center, Inc. Rental Application

## General Information & Rules

The West Chicago Community Center, Inc. facilities can be rented and reserved when space is available in accordance with the West Chicago Community Center, Inc. Reservation and Rental Policy (see below).

The Center's facilities include a large multi-purpose room, smaller room with kitchenette, parking, and bathrooms.

Your rental will be reserved once we receive the entire rental fee plus security deposit in cash, a copy of State ID/Drivers License and signed agreement. First come, first served.

1. Standard rentals are limited to single rental within a 24-hour period and must end by 10:00 pm.
2. **No** entrance fee shall be charged for any event held at the Community Center.
3. **No** Live music, disc jockey, microphones, amplifiers or speakers will be allowed. Exception: (1) One CD / AM/FM Tape player combination with internal speakers will be allowed. Total watts for this unit shall not exceed 150 watts.
4. **No** Helium balloons. **No** decorations may be pinned or nailed on the walls. **No** decorations or balloons or streamers may be attached to the overhead light/fan fixtures.
5. **No** alcohol will be permitted during a non-alcohol rental. Renters will forfeit security deposit and will be evicted immediately if alcohol is found during a non-alcohol rental. Renter needs to be on-site during entire rental time.
6. **Failure to clean & vacate on-time or requiring additional cleaning will be billed \$100 per hour, plus costs for outside cleaning.**

## Applicant Information (must provide State ID/Drivers License)

**Name of Responsible Party**

**Address**

**City**

**Phone**

**State**

**Zip**

## Rental Date Request

**Rental Date Requested**                    /                    /                    **Time**                    AM / PM                    **To**                    AM / PM

**Multiple Specific Dates**                    **Time**                    AM / PM                    **To**                    AM / PM

**Note:** If needed, the Community Center will open one half hour before the scheduled rental at no additional charge.

## Type of Rental

**Birthday Party**     **Baby/Wedding Shower**     **Reunion**     **Seminar**     **Other** \_\_\_\_\_

## Rental Fees

**Standard Rental** Maximum of (6 Hours) \_\_\_\_\_ hours at \$45.00 per hour                    \$ \_\_\_\_\_

**Alcohol Rental** Maximum of (3 Hours) \_\_\_\_\_ hours at \$45.00 per hour **PLUS \$100**                    \$ \_\_\_\_\_  
(Applicant **MUST** be 21 years of age or older)

**Kitchen Request** (includes use of all appliances, sink & tables) **\$50**                    \$ \_\_\_\_\_

**Security Deposit** \* (submitted at same time as application & rental fee)                    \$ **200.00**

**Total Cash Payment Required**                    \$ \_\_\_\_\_

\* Deposit will be returned if the Center is cleaned and left presentable (floors cleaned, garbage placed in outside dumpster, all food, decorations and personal items removed).

## Agreement & Hold Harmless

I certify that I have read & understand the above agreement and will comply with the rules and regulations of the West Chicago Community Center, Inc. By signing this agreement, I agree to release, indemnify, and hold harmless West Chicago Community Center, Inc., as well as all employees, agents, representatives, successors, etc. from all losses, claims, theft, demands, liabilities, causes of action, or expenses, known or unknown, arising out of my rental of the West Chicago Community Center. I also authorize the West Chicago Police Department to make frequent visits during my rental times.

**Signature of Responsible Party**

**Date**

**Amount Received**

**Date**

**Amount Returned**

**Date**

**Community Center Initials**

**Comments**