



# FACILITY RENTAL FORM & AGREEMENT

# Spanish Community Center Rental Request

## Renter Contact Information

*The Renter is responsible for any and all damages and must be in attendance during the event.*

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

Renter Company: \_\_\_\_\_

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Day of Event Contact Name: \_\_\_\_\_

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## Billing Information *(if different from Renter Contact Information)*

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

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

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

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

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

If your organization is tax exempt, please enter the number here (proof of exemption is required): \_\_\_\_\_

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## Event Information *(\*required fields)*

Event Title\*: \_\_\_\_\_

Event Description\*: \_\_\_\_\_

Event Date(s)\*: \_\_\_\_\_

Time Event Begins\*: \_\_\_\_\_ Time Event Ends\*: \_\_\_\_\_

Event Setup Begins\*: \_\_\_\_\_ Event Cleanup Ends\*: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Age of Attendants: \_\_\_\_\_

Serving Food and/or Drink: YES/NO

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## Payments **(For Office Use Only)**

*Security deposit is due at time of request. Final payment is due ten (10) days prior to rental.*

**First Payment** – Security deposit payment \$ \_\_\_\_\_

Receipt # \_\_\_\_\_ Name (print) \_\_\_\_\_ Date \_\_\_\_\_

**Final Payment** (due 10 days prior to rental date) Payment Amount \$ \_\_\_\_\_

Receipt # \_\_\_\_\_ Name (print) \_\_\_\_\_ Date \_\_\_\_\_

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## Security Deposit **(For Office Use Only)** *The renter is responsible for any and all damages*

Amount of Security Deposit \$ \_\_\_\_\_

Amount Held (cleanup/damages) \$ \_\_\_\_\_

Total Amount Refunded \$ \_\_\_\_\_

Refund # \_\_\_\_\_ Name (print) \_\_\_\_\_ Date \_\_\_\_\_

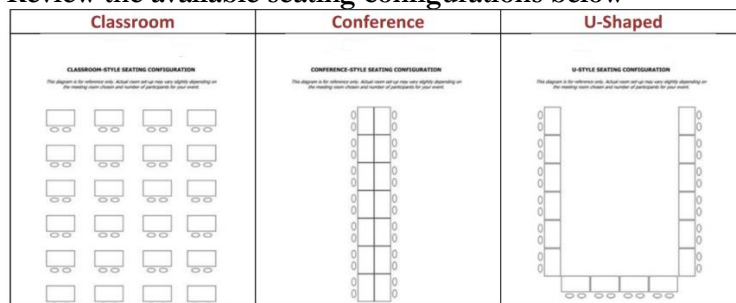
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# Spanish Community Center Rental Request

## Space and Set Up Requested & Rates

Room Type & Capacity	Rental Rate*	Room Set-Up	Estimated Attendance
2 <sup>nd</sup> Floor Conference Room <i>Maximum seating for 15</i>	Hourly \$15.00	Conference	
3 <sup>rd</sup> Floor Classroom(s) <i>Maximum seating for 30</i>	Hourly \$40.00	<input type="radio"/> Classroom <input type="radio"/> Conference <input type="radio"/> U-shaped	
4 <sup>th</sup> Floor Meeting Room <i>Maximum seating for 70</i>	Hourly \$54.00	<input type="radio"/> Classroom <input type="radio"/> Conference <input type="radio"/> U-shaped	
Gymnasium <i>Maximum seating for 124</i>	Hourly \$65.00 501c Hourly \$40.00		
Computer Lab <i>Maximum seating for 30</i>	Hourly \$40.00	U-Shaped	

## Review the available seating configurations below



## Audio-Visual Equipment Requested & Rates

Quantity	Item	Fees*
	Media Cart <i>(includes desktop computer, DVD player, and ceiling mounted LCD projector)</i>	\$75.00
	LCD Projector	\$55.00
	Projection Screen <i>(included in meeting rooms)</i>	No Charge
	Portable PA System	\$40.00
	Extra Table <i>(first at no charge)</i>	\$7.00 each
	Podium	\$10.00
	Printer	\$50.00
	Post Event Clean Up Service	Full Room - \$200 Partial Room \$125

## Security Deposit

A refundable security deposit of \$100 is required for all rentals. Failure to comply with the rental policies and procedures will result in a loss of the security deposit.

\*FEES BASED ON MINIMUM TWO-HOUR RENTAL. THE SPANISH COMMUNITY CENTER RESERVES THE RIGHT TO CHANGE RATES WITHOUT PRIOR NOTICE.

# Spanish Community Center Rental Request

## Spanish Community Center Facility Rental Agreement Contract

1. Filing this request form does not automatically constitute approval of the facility, nor time requested. Please allow two full working days for approval. All requests will be reviewed and accepted based on: Spanish Community Center Policy, facility and staff availability.
2. The Spanish Community Center reserves the right to reject any rental it feels is not appropriate.
3. Renter filing request must be at least 21 years of age.
4. It is understood that all renters and their guests will comply with the rules, regulations and ordinances of the Spanish Community Center, City of Joliet and the State of Illinois in use of the facility.
5. **The Spanish Community Center Staff will set up and take down all tables and chairs only. The facility must be left in the same condition as you found it. When you leave the rooms, they must be clean so another group could use it after you. The renter will be responsible for all cleaning of tables, chairs, and will be expected to take out garbage.**
6. All renters and their guests are expected to act in an orderly fashion, and are financially responsible for any damage occurring to the building, grounds or equipment.
7. For any function sufficient, competent adult (21 years of age or older) supervision or chaperones must be provided by the renter. The Spanish Community Center staff will not act as chaperones. If the rental is a youth function, the renter must have 1 adult for every 10 youths under the age of 21.
8. All children must stay in the rented room. Children may not and will not be permitted to "play" throughout the building.
9. Renters may not bring alcoholic beverages onto Spanish Community Center property. NO SMOKING allowed inside the facility.
10. Facility use will be the time designated on the application. The building will be opened one hour prior to event for set up and will be closed at the times requested. The Spanish Community Center clock shall be the official time. If the renter fails to show after one half hour of their rental, they will be judged as a "No Show" and the Renters security deposit will be forfeited. All deliveries and entertainment (DJ, cake, food, flowers, etc.) must be made within the authorized rental period.
11. **All renters who exceed their requested time will be charged an additional \$15.00 for each 15-minute block of time they use (example: if a renter goes 16 minutes over, they would be charged \$15.00 for the first 15 minutes, plus \$15.00 for the next 15-minute block), This amount will be deducted from the security deposit.**
12. **A curfew of Midnight exists for all rentals. This means that the building must be completely cleared out by that time and all cleaning completed**
13. Non-conformance with these facilities usage stipulations will result in cancellation of the usage, even if the rental time has not expired, and forfeiture of all monies paid.
14. The Spanish Community Center provides no health insurance for groups using its facilities. Groups may be requested to provide a Certificate of Insurance, signifying that they have sufficient insurance coverage.
15. All rentals will include a Spanish Community Center supervisor. They are empowered to restrict the group's misuse of the facility and protect the Spanish Community Center property from the renters and their guests due to conduct before; during and after the rental time has expired.
16. Renters and their guests should cooperate with the Spanish Community Center staff. Should guests become unruly, the renter must assist the supervisor in performing his/her duties and authority of supervisor. The Spanish Community Center's staff is not on duty to help renters set up, clean up or assist with activities of the rental.
17. No decorations may be taped or tacked to any wall, door, window, or light fixture.
- 18.

## Rental Agreement

Signing of this agreement indicates that all aspects of the hall rental have been discussed and understood, also indicates that the renter will abide by all regulations of the rental. The Spanish Community Center will not be held liable for any lost, stolen or damaged personal items or be held liable for any personal injuries. The signing of this agreement indicates that the customer will abide by all local, state and federal regulations and laws. Any fines, penalties or legal ramifications will be the sole responsibility of the renter.

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_