



VILLAGE OF FORSYTH, ILLINOIS

FORSYTH COMMUNITY ROOM RENTAL AGREEMENT

Date _____

The use of the Forsyth Community Center on the _____ day of _____, 20____, is granted to Forsyth Resident _____ (hereinafter "User") between the hours of _____ and _____ pursuant to the rate set forth below. The specified room will be used for the following purpose(s):

Community Center – Maximum Capacity 90

Full Day (9 am-9 pm)*
\$75.00

A.M. Half Day (9 am-2 pm) *
\$30.00

P.M. Half Day (4 pm -9 pm)*
\$30.00

The User shall abide by and enforce the **RULES FOR THE USE OF THE FORSYTH COMMUNITY CENTER**, which is attached hereto and incorporated herein.

The User shall pick up a key to the building at the Village Hall between the hours of 8:30 am and 4:30 pm on the reservation day, or if that day is on a weekend, on the Friday immediately prior. **A Seventy Five Dollar (\$75.00) refundable deposit must be made when the key is received.** The key is to be returned to the Village Hall no later than the day following the event, either by dropping it in the mail slot (if a weekend) or returning it to the office front desk. **No refund will be made until the key is returned and the room has been inspected and found to be in satisfactory condition.**

RESIDENT

ADDRESS/PHONE NO.

REPRESENTATIVE OF THE
VILLAGE OF FORSYTH

*******Two weeks' prior cancellation is required for refund.*******

RULES FOR THE USE OF THE FORSYTH COMMUNITY CENTER

1. Any ***Forsyth resident*** who is aged 21 or above may reserve the Community Center. Proof of residency is required upon reservation. The reserving resident must be present at all times during which guests are present in the room rented.
2. Application for a reservation shall be submitted to the Village Hall in person. *No reservation will be accepted unless the applicable rental fee is paid.* Reservations will be taken up to six months in advance. The same group or person may not rent both rooms at the same time. No more than one room rental per month is permitted without the prior written approval of the Village Administrator. **Groups must not exceed 90 people for use of the Community Center.**
3. ***The rental hours and fees set forth herein are firm, and will not be adjusted or prorated.*** You may arrive no earlier, or stay no later, than the hours noted herein.
4. A deposit of **\$75.00** shall be paid when keys are picked up. This \$75.00 deposit will be refunded either fully or partially, depending upon the condition the respective room is left upon inspection by the Village. If either the area rented and/or common areas leading thereto are found to be in disorder and/or property is damaged, the deposit may be forfeited at the discretion of the Village Administrator.
5. The room must be left in orderly condition. Tables and chairs may be provided for use, but set up or tear down is the responsibility of the user. A vacuum cleaner is provided for your use. Prior to your departure, all refuse must be taken to the dumpster in the parking lot just east of the Community Center. All lights and appliances must be turned off, doors locked, and the key returned to the Village. Community Center users are financially responsible for all loss or damage occurring during use. The property shall not be permanently altered in any way. No objects shall be nailed or directly fastened to any part of the building.
6. **The use of alcoholic beverages or drugs is prohibited in the Community Center or anywhere on the grounds. Smoking is prohibited inside the building.**
7. **No public sales (rummage, auction, product sale parties, etc.) are allowed in the building.**
8. Users of the Community Room should refrain from parking in the Post Office parking lot, as mail is picked up from the location 7 days per week. Visitors to the Community Center should avoid parking in the spaces in front of the Library during Library hours. We suggest you park in the parking lot behind/east of the Community Center, with any overflow parking in the Forsyth United Methodist Church parking lot across the street from the Library building.
9. Any infraction of these rules may result in the refusal of future rental of the Community Center, forfeiture of the \$75.00 deposit, plus liability for any additional damages.
10. Incoming calls may be received at the Community Center. The phone number is (217) 877-2633. Any serious functional issues you may experience during your rental time should be brought to the attention of Larry Coloni, Director of Public Works, (217) 433-9597.