

# Harvard Senior Center

6817 Harvard Hills Road • 815-943-2740

## Community Room Rental Agreement

Date \_\_\_\_\_

Group Name \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

(This is the same address that the deposit will be returned to upon inspection of the facility)

Date of Meeting/Event \_\_\_\_\_

Hours Needed (Include set-up and clean up) \_\_\_\_\_ Times: From \_\_\_\_\_ to \_\_\_\_\_

Type of Meeting/Event \_\_\_\_\_ Estimated # of Attendees \_\_\_\_\_

# of Tables Needed \_\_\_\_\_ # of Chairs Needed \_\_\_\_\_

*I certify that I am at least 21 years of age. I have received, read and agree to comply with the Harvard Senior Center Community Room rental agreement and agree to abide by all of the terms, policies and guidelines as set forth in the information and policy portion of this agreement. I understand that I must be present at the facility at all times while it is being utilized. I understand, that neither, the Harvard Senior Center, or the City of Harvard shall be responsible for injury to persons or property that occur while the community room is in use. The undersigned is authorized to execute this agreement on behalf of the group.*

\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date

**Please Make Checks Payable to: Harvard Senior Center** and return signed agreement and payment to Harvard Senior Center, P.O. Box 310, Harvard, IL 60033

### For Office Use Only

Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Paid \_\_\_\_\_ Received by: \_\_\_\_\_

Deposit \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date Paid \_\_\_\_\_ Received by: \_\_\_\_\_

**KEY RETURNED**  Checked in by: \_\_\_\_\_

Security Deposit Returned  YES  NO Date Mailed \_\_\_\_\_

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## Community Room Rental Information and Policies

### **Senior Center Community Room Availability**

- ❖ Meetings and events can be held:
  - Monday, Wednesday, Thursday and Friday between the hours of 3:00p.m. – 9:00 p.m.
  - Tuesday: 6:00 p.m. – 9:00 p.m.
  - Saturday and Sunday: 9:00 a.m. – 9:00 p.m.
- Limited times are available during the days on Tuesday, Wednesday and Fridays, please inquire for availability

### **Rental Fees and Security Deposit**

- ❖ Monday – Friday \$50.00
- ❖ Saturday & Sunday \$50.00 for 4 Hours (minimum fee of \$50.00)
- ❖ Tuesday, Wednesday & Friday During the Day \$50.00for 4 Hours (minimum fee of \$50.00)
- ❖ **Rental fee is MUST BE PAID within 3 days of the reservation.**
- ❖ Two separate checks made payable to The Harvard Senior Center must be written to cover rental fees and security deposit
- ❖ A security deposit equal to the amount of your rental fee will be required at time of reservation
  - The security deposit will be refunded following an inspection of the community room so long as it has been cleaned and nothing has been damaged
  - Renter and Senior Center employee must both complete and sign the Security Deposit return checklist
  - If damages are found the security deposit shall be forfeited as to the portion which is necessary to repair such damage. If the cost of the said repairs exceeds the total amount of the security deposit paid, damage charges will be invoiced by the City of Harvard/Harvard Senior Center to the contact person as indicated on the renter agreement. The invoice shall be paid in full no later than one month following the date of invoice.
  - The security deposit will be returned to the address provided via U.S. Postal service, unless other arrangements are made.
- ❖ **Fees are subject to change without notice**

### **Reservation Procedures**

- ❖ Reservations can be made in person at the Harvard Senior Center on Monday, Wednesday, or Thursday between 9:00 a.m. and 3:00 p.m. or Fridays between 9:00 a.m. to 1:00 p.m. or by calling 815-943-2740
- ❖ The person making the reservation must be at least 21 years of age, be present for the duration of the community room use and is responsible for any damage to the building, furniture and fixtures
- ❖ A rental agreement must be signed and the fees and deposit must be received before the community room will be reserved on the event calendar, thus confirming your reservation
- ❖ Reservation cancellations must be made one (1) week in advance for a full refund. Reservation cancellations made up to 24 hours in advance will receive a 90% refund, reservations cancelled less than 24 hours will forfeit the security deposit.
- ❖ Certificate of Insurance may be required
- ❖ Harvard Senior Center reserves the right to cancel and scheduled use of the community room if operations should require it. In such a case, every reasonable effort will be made to provide the renter with adequate advance notice.

### **Community Room Capacity**

- ❖ Maximum Capacity is 76 Persons
- ❖ The number of people in the facility shall not exceed the established capacities

### **Amenities**

- ❖ The rental agreement offers access to the community room, kitchenette and restrooms
  - ❖ 45 Chairs
  - ❖ (8) 5 foot round tables
  - ❖ (1) 8 ft. rectangular table
- ❖ NO SMOKING, ILLEGAL SUBSTANCES OR ALCOHOLIC BEVERAGES ARE PERMITTED IN THE COMMUNITY ROOM OR ON THE FACILITY PROPERTY**

### **Building Access**

- ❖ Arrangements for access to the building will be made in advance with the renter and Senior Center personnel.
- ❖ Following the meeting/event the doors should be locked and the keys deposited in the *outside book drop at the Harvard Diggins Library, 900 E. McKinley St.*, unless other arrangements have been made. Once the building is vacated please check that exterior doors are locked and **call Holly at 815-770-2623 to confirm your departure.**

### **Responsibilities**

- ❖ Set-up and Clean-up: Please return the room to exactly the way you found it, extra tables and chairs may be stacked outside the store room
- ❖ All trash **MUST** be removed from the inside of the building after the meeting/event and placed in the dumpster located in the building parking lot
- ❖ All materials and equipment brought into the facility, including food, beverages, and decorations must be removed immediately following the event. The Harvard Senior Center assumes no responsibility for any property not removed from the premises
- ❖ Children must be supervised
- ❖ All tables, counters and chairs should be wiped off and cleaned
- ❖ Renter is to provide all garbage bags and kitchen supplies (utensils, towels, etc.)
- ❖ Flush all toilets , remove bathroom garbage
- ❖ Turn off all lights (entry, bathroom, kitchen and community room)
- ❖ Make sure all doors are locked before leaving

### **Community Room Policies**

- ❖ No glitter, confetti, sparklers or similar materials may be thrown or used inside or outside the facility
- ❖ Decorations shall be free standing. No taping, nailing, stapling or tacking of decor to walls, ceilings or fixtures. If Decor is taped to windows, windows must be free of all tape marks and cleaned at end of rental.
- ❖ Renters are responsible for their part at all times. Use of independent contractors (i.e. magicians, entertainer) is still the responsibility of the renter. The renter is responsible for the proper supervision and safety of their party at all times.

### **Not Responsible for Personal Property and Indemnification**

- ❖ The Harvard Senior Center and the City of Harvard is neither responsible or liable for the theft, loss or damage to materials, equipment or other personal property or the renter or the participants
- ❖ Renters agree to completely and unconditionally indemnify, hold harmless, release and discharge the Harvard Senior Center and City of Harvard employees and volunteers from all liabilities from injuries or property damage sustained as a result of utilization of the community room.

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## Checklist for Security Deposit Return

Please complete the following checklist prior to leaving the facility and leave it on the kitchen counter.

Meeting/Event Date \_\_\_\_\_

Contact Person \_\_\_\_\_

**Renter**   **SC**

     Doors locked upon departure

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     Lights turned off in all designated areas (Kitchen, community room, bathrooms, entry)

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     Trash taken to dumpster

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     Room re-set to original set up

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     Tables and counters wiped down and clean

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     Floors swept

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     Extra tables and chairs stacked by storage room

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     No damage to walls, fixtures or other property associated with community room

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     all decorations removed, windows cleaned if decorations were adhered to

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     all materials and equipment brought into the community room has been removed

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\_\_\_\_\_  
Signature of Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Senior Center Employee

\_\_\_\_\_  
Date