



P.O. Box 218
187 Woodcrest Dr.
Highland, IL 62249

Highland Area Senior Center
Facility Rental Form
Ph: 618-651-4044

Renter (Business/Organization or Individual's Name): _____

Representative (if Business/Organization): _____ Date: _____

Day Phone: _____ Evening Phone: _____

Address: _____ City: _____ Zip: _____

Room(s) Rented: _____ Date: _____

Hours Rented (Time includes set-up/clean-up): _____ A.M./P.M. to _____ A.M./P.M.

Attendance Expected: _____ Will food be served Yes/No

Tables Needed: _____ Chairs Needed: _____

Businesses/organizations need to provide proof of insurance and sign old harmless agreement: Yes/No/NA

Rates:

* Facility rental is for a two-hour time block. The entire facility is included in the price of the rental.

<u>Resident</u>	<u>Non-resident</u>	<u>Each Additional Hour</u>
\$125	\$150	\$40

A \$50 security deposit (check only) is required to reserve the rooms. At this time paperwork and other information about the facility will be gone over.

Please Complete (2) separate payments. 1 for the security deposit, and 1 for the rental payment.

For Office Use Only:			
Rental fee due \$	_____ cash	_____ check#	_____ credit
Deposit	\$50	Check #	_____ Employee Initials

FACILITY RENTAL REGULATIONS: (PLEASE INITIAL ALL BELOW)

FACILITY AVAILABILITY:

Renter Initials: _____

1. The programs and services of the Highland Area Senior Center have priority in regards to facility usage.
2. Facilities will not be rented for any programs similar to City programs.
3. Facilities will not be rented for any activity that may violate good morals, manner or taste, be injurious to people or property or conflict with City principles.
4. Facilities are available under a "private party" use arrangement. The applicant of the activity is responsible for their group's actions including any damages or losses caused to the facility.
5. No solicitation of recreation center guests, other than rental guests, is allowed for sales purposes.

PREPARATION/FURNITURE/EQUIPMENT:

Renter Initials: _____

1. Decorations must not be attached to the walls, ceilings, windows, casework or sprinkler systems.
2. Confetti is not permitted.
3. Decorations must not alter or damage any surfaces. No nails, hooks, tacks or screws may be used in the building.
4. Only scotch tape may be used for decoration placement.
5. Renter may store items only during their rental period. No items may be delivered or stored prior to or following a rental.
6. No open flame candles, except food warming, floating or battery operated.

FACILITY USE:

Renter Initials: _____

1. Guests must follow the established rules and regulations of the Highland Area Senior Center. Violations of such regulations or misrepresentation of use may be use for immediate cancellations of the rental.
2. Facilities are available to people of all abilities. Renter may not exclude anyone from participation in or subject anyone to discrimination based on race, religion, color or national origin.
3. Rental of one room does not give the renter privileges in any other part of the building.
4. Renter will be responsible for any and all damages to the facility and/or contents there resulting from their usage.
5. Applicant renting facility must be present during entire rental period.
6. Use will be restricted to the terms of the application including area reserved, time of entry and departure, intended activity, etc.
7. Conduct will not violate local, state, or federal laws and will at all times be conducted in a mature and responsible manner.
8. Highland Area Senior Center staff will perform their regular assigned duties. They are not available for group supervision.
9. Entertainment, catering or other agents of the groups are the responsibility of the applicant.
10. Accidents occurring on the Highland Area Senior Center property must be reported to the facility supervisor on duty.
11. Smoking and/or use of any other tobacco products in the facility are prohibited.
12. There will be no alcohol served or brought into the facility.
13. Profane language is not acceptable.
14. Only music suitable for a public facility will be allowed. The volume is subject to control by the Highland Area Senior Center staff.
15. Appropriate apparel must be worn. Shirt and shoes are required at all times.
16. Lost or found items may be turned in at the front desk. Any items found will be kept for 3 weeks and then removed.
17. The Highland Area Senior Center will not be responsible for personal property while a group is using the facility.
18. End time of rental means that the renter is completely out of the building.
19. Renter agrees to indemnify and hold harmless the Highland Area Senior Center., its officials, and employees from any claim or cause of action brought by renter, his agents, employees or guests arising from the use of the facility.
20. All activity/party room renters must follow general facility rules.
21. Highland Area Senior Center must be cleaned following rental, and look as it did when you arrived.

I have read, understand, and agree to abide by the rental regulations above.

Signature

Date