



# Recreation Room Contract

## CITY OF FAIRVIEW HEIGHTS

10025 Bunkum Road ♦ Fairview Heights, Illinois 62208 ♦ Phone: (618) 489-2040 ♦ www.cofh.org

Date of Application:

### Personal Information

Date Requested: Start Time: End Time:

Name of Group/Organization:

Name of Person Responsible for Reservation:

Address:

City: State: Zip:

Home Phone: Cell: Work:

Email:

Non-Profit Organization/Government Agency  Fairview Heights Resident  Business/Commercial

Please briefly describe your activity (meeting, seminar, birthday, wedding reception, etc.)

### The following information must be completed with all reservations:

1. Estimate number of attendants:
2. Number of Tables Needed:
3. Number of Chairs Needed:
4. Will alcohol be served?
5. Will food be served?
6. Will you be using a roaster?
7. Will there be amplified Sound?
8. Will there be a DJ or Musical Instruments? If yes, please explain:
9. Will temporary signs or structures be put up? If yes, please explain:
10. Will any items be offered for sale or will funds be solicited? If yes, for what purpose?

**Equipment Available at  
Additional Fees**

Projector - \$10  
Tv/Dvd - \$10  
Sound System - \$25

### Agreement Information

The undersigned, as applicant or as applicant's duly authorized agent in this regard, as the case may be, certifies to the Fairview Heights Parks and Recreation and agrees to the following:

- Applicant's willing misrepresentation of any fact contained in the application shall constitute grounds for the Fairview Heights Parks and Recreation to, without any prior notice or inquiry of any kind, immediately deny permit.
- Applicant hereby agrees to be financially responsible for the repair of any damages to Recreation Room property caused by or as a result of the above mentioned use of Fairview Heights Parks and Recreation facilities.

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- Applicant understands the City of Fairview Height Parks & Recreation Department will not be liable for any claims for injury to damages resulting from or arising out of the facilities premises and the permit holder agrees to indemnify the City of Fairview Heights and hold it harmless against any and all such claims, damages, losses, or expenses.
- Applicant will make sure the area being reserved will be left in good condition at the time of departure. Failure to do so will result in forfeiture of deposit.
- Applicant agrees to be present at least 30 minutes prior to the start of the event, present for the entirety of the event and present at least 30 minutes after the event or whenever the last person leaves the area/facility, which ever happens first.
- Applicant understands the costs incurred by the Fairview Heights Parks and Recreation for the repair or replacement of any damaged part of the area/facility rented will include legal expenses incurred by the City should the recoupment of the costs require the City to pursue legal action.
- Applicant understands that at any time during the use of the park facilities, the Police have the authority to check that applicants are complying with the rules of the Park and Recreation Department and the laws of the City of Fairview Heights.
- Applicant understands that the area/facility should be cleaned, vacated and locked no later than 11:00 p.m.
- Applicant understands that a minimum 7 day notice of cancellation is required or rental fee will be forfeited.
- Applicant will not charge a fee to anyone to enter the area/facility during the reservation.
- Applicant will not charge a fee to obtain food or beverage at the area/facility during the use.
- Applicant understands the deposit will be refunded by check in 3-4 weeks after use
- Applicant understands that the entry key/card for the Recreation Room must picked up on the business day prior to the rental date at the Fairview Heights Parks and Recreation, 10025 Bunkum Road, Fairview Heights, IL 62208 (7:30 a.m.-4:00 p.m. Monday-Friday, except holidays). Applicant is responsible for the safekeeping of the entry key/card, and must return it to the Fairview Heights Parks and Recreation on the first business day following the rental date by delivering it during business hours or by placing the key in the night drop box to the left of the door of the Fairview Heights Parks and Recreation Building.
- Applicant agrees to enter the building no earlier than 8:00 a.m. on the rental date.

## ACKNOWLEDGEMENT

Upon signing of this agreement, you accept the Recreation Room Rules and Regulations provided to you and made a part of this Agreement. Terms and conditions are subject to change without notice.

Inconsideration for the right to use the facility, the applicant/organization hereby agrees to hold the City of Fairview Heights harmless and to indemnify the City for any injury to person or property which may occur on the City's premises during applicant's/organization's use of the premises. The applicant/organization further agrees to leave the City premises in a reasonable neat and clean condition at the conclusion of the applicant's/organization's use of the premises.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

### FOR OFFICE USE ONLY

Approved: Yes or No	Approved by:	Date:
Reason for Denial:		
Set Up Time:	Tear Down Time:	
Total Time of Use:	Additional Fees:	
Deposit Collected: \$150 Yes or No CK#	Room Fees:	
Date Deposit was Returned:	Total Fee for Equipment & Room:	

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## General Usage Rules

- All Parks & Recreation facilities are smoke free.
- No equipment installation or building modifications are to be made unless approved in advance by the Director of Parks and Recreation.
- Decorations used in the building are to be as fireproof as possible. Items may not be hung or attached to any ceiling or painted surfaces throughout the room.
- The facility is not equipped for cooking; but, prepared food may be brought into the building for serving, provided all food and catering equipment is removed at the end of the event/activity.
- Activities/events are to be carried on inside the building only and are not to expand to adjoining parking areas in a manner as to disturb neighbors.
- No candles or other inflammable materials shall be used, except for food warming equipment brought by caterers. This includes centerpieces.
- The setup of chairs and tables will be the responsibility of the Fairview Heights Parks and Recreation. It is the person and/or organization making the reservation responsibility to notify the Fairview Heights Parks and Recreation with an accurate count of persons attending the event.
- All activities/ events shall be properly controlled and supervised whenever persons participating in the activity are less than 18 years of age. A minimum of 1 adult representative per 10 youth must be present (the hiring of the building attendant will be determined by the parks staff) at youth events during the entire activity/event. In the event of the Police being called for a disturbance inside or outside of the facility Fairview Heights Parks and Recreation will hold all or partial amount of the security deposit.
- The Fairview Heights Parks and Recreation is not responsible for the loss of or damage to guest's belongings.
- All events are to be concluded and cleanup completed by contract end time. Setup and Cleanup must be done only during the time the facility has been reserved. Early setup or late cleanup will not be permitted.
- Items that are brought into the building must be removed from the building and not left for next day to pick up.
- Clean up is to be done by groups/individuals using the facility. Failure to properly clean the building will result in forfeiture of rental deposit and denial of future reservations. All trash is to be bagged, tied and removed from the building and placed in the dumpster/receptacles located in the parking lot.
- The Fairview Heights Parks and Recreation reserves the right to limit the number of people allowed in the area rented to 150 persons.
- Events may be terminated by the Fairview Heights Parks and Recreation due to emergency or breach of rules and regulations.
- It is agreed that the individual/organization making the reservation will be held responsible for ensuring that the facilities rules and regulations are complied with. Failure to comply with the above rules and regulations can and will result in forfeiture of security deposit and denial of access to the facility.
- No amplified sound is allowed without prior approval.
- No collection of fees or solicitation of funds is allowed without prior approval from City Council.

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## Cleanup Check List

**Before you leave make sure each item has been checked off the list.**

Towels can be found in the drawers located in the kitchen for cleanup purposes. A bottle of vinegar/water solution can be found in lower cabinet, please use this to wipe down surfaces before your departure. Please dispose the wet/used towels in the marked receptacle under the sink. The dust mop and broom can be found in the storage area with the tables and chairs.

- Clean tables
- Clean chairs
- Clean counters
- Place ice scoop on paper towel next to ice dispenser
- Stack chairs on carts located in storage closet
- Sweep floors
- Remove trash in all areas (kitchen, restroom and entry trash receptacles) and take to dumpster at the end of your event.
- If you notice anything that needs to be replenished, please make a note on the dry erase board.
- Make sure all lights are turned off before you leave the building.