



COMMUNITY CENTER SPECIAL EVENT RENTAL AGREEMENT

General Information:

Name: _____ Organization: _____

Address: _____ City: _____ Zip: _____

Email: _____ Contact #: _____

NOTE: The person listed above is the designated contact and must be present during the rental period.

NAME & PHONE # OF 1-2 ADDITIONAL PEOPLE THE TOWNSHIP MAY CONTACT FOR THIS RENTAL:

NAME: _____ PHONE: _____

NAME: _____ PHONE: _____

Event Information:

Type of Event: _____

Date/Time of Event: _____ Year: _____

Facility/Amenities Requested: _____ Estimated Attendance: _____

Is there an admission charge or donation for this event? _____ Yes _____ No

If yes, what is the amount and purpose of the fee? _____

Is your organization planning to bring additional materials, equipment, or food on the premises? ___ Yes _____ No

If yes, please describe: _____

Rental Fee Schedule:

ELA TOWNSHIP COMMUNITY CENTER	UP TO 4 HRS	AFTER 4 HOURS
Community Room	\$300	\$100 P/HR
Activity Room	\$100	\$50 P/HR
Conference Room	\$100	\$50 P/HR
Outdoor Patio Area	\$100	\$50 P/HR
Front Lounge	\$100	\$50 P/HR
Single Table in Front Lounge	\$25	\$10 P/HR

Schedule of Equipment Rental	COST PER	TOTAL
Community Room Screen & Projector	\$20	
80” TV on Cart	\$20	
Card Tables	\$5	
Round Tables	\$15	
Banquet Tables	\$10	
High Boy Tables	\$10	
Chairs	\$1	
Audio System	\$25	

Hours of Use, Rental Fees & Deposit:

- a. Additional rental time following the 4-hour rental period can be purchased at an hourly rate of \$50-\$100 per hour.
- b. Any special event will require having designated Ela Township staff available on-site during the rental period of the event.
- c. A deposit of 50% of room rental fees is due when the rental agreement is executed/signed, and the application is approved. The remaining balance, including all other fees and deposits, is due a minimum of 30 calendar days prior to the event.
- d. There is a mandatory \$300 security deposit for all types of events, which will be returned upon verification that no damage has occurred to any rented facility/room, including any associated equipment, etc.

Rental Information, Rules, and Regulations:

The following rules and regulations apply to Ela Township facilities being used for private use. Designated facilities are available for rental when they are not needed for Ela Township related business and/or programs. Ela Township reserves the right to govern facility use or cancel agreements with a full refund if deemed in the Township's best interest of its facilities, conduct repairs, or any other unforeseen extenuating circumstance.

Everything Ela Township does with their facilities is subsidized by tax dollars. Although programs, services and facilities available have a value and benefit to individuals, families, the community and the economy, a strategy of the Township is to generate non-tax revenue for cost recovery and lessen the burden on taxpayers. Therefore, rental fees at Ela Township facilities are established to provide a revenue stream in recovering operational costs at Township-owned facilities.

Ela Township does not discriminate against any renter regarding the rental or use of its public facilities on the basis of race, color, religion or creed, marital status, sex, national origin or ancestry, sexual orientation, age, citizenship status, military or veteran status, genetic information or disability. Subsequently, Ela Township will not rent or allow use of any Township-owned facility to any person and/or organization that illegally discriminates based on any of the aforementioned protected classes.

a. General Policies

1. **Rental Assignment:** Facility rentals will be assigned on a first come, first served basis. It is understood that completing and signing this agreement is a **request** until it is approved, and the required fees are paid. Upon approval, this request then becomes a contractual agreement. All requests must be received 21 days prior to the rental date requested unless otherwise approved and will be reviewed within or up to 10 business days of being received.
2. **Facility Use Priorities:** Facility rentals are made available to local organizations/community groups and other government agencies within Ela Township limits. In any case, Ela Township programs and events will take precedence when scheduling and facility use priority is considered.
3. **Music/Audio Equipment:** No bands, music, loud speakers, microphones, amplifiers or any other audio equipment may be used without prior approval.
4. **Township Equipment:** Any Township-owned equipment may not be moved, rearranged, or altered for purposes other than its intended use. Township equipment shall not be removed from the facility.
5. **Decorations:** Any decorations require prior approval by Township staff. No signs or decorations are to be taped, nailed or otherwise attached to walls, windows, ceilings or any other Township property without written approval. Decorations must be fireproof. Balloons must be secured and not released.
6. **Fire/Open Flame:** Use of any device that uses fire or an open flame is strictly prohibited.
7. **Minors:** Children must be under the direct supervision of an adult at all times.
8. **Facility/Equipment Damage:** Any damage to the facility or equipment must be reported as soon as possible to Township staff and renters shall be held responsible.
9. **Parking Lot Use:** General use of the Township parking lot is included in the aforementioned rental fees and shall be left in a clean and orderly fashion.
10. **Rejection:** Applications for facility use may be denied or terminated if the nature of the rental is in direct competition with Ela Township programming or deemed unsuitable with regards to the intended use.
11. **Cancellations/Refunds:** Cancellations made at least 30 calendar days in advance of the rental date will receive a full refund of the rental fee. All other cancellations will be refunded less 20% of the total facility rental fee. Ela Township will work with the renter to reschedule their event, if canceled due to extenuating circumstances.
12. **Recurrent Use:** There is no recurrent use of any Township facility for an event without prior approval.
13. **Illegal Activity:** All groups and individuals using Township facilities shall comply with City, County, State, and Federal laws. Illegal acts, including but not limited to fighting, gambling and lewd conduct,

are prohibited. Any disorderly conduct or violation of any rules or regulations of the Township shall be just cause for immediately voiding a permit and may be a cause for future denial of a permit and/or contact of local police authorities.

- 14. Alcohol Use: Alcoholic beverages are NOT allowed at Ela Township facilities during rentals at any time.
- 15. Smoking, Vaping, and/or Tobacco/Cannabis Use: Smoking, vaping, and/or tobacco use of any kind is prohibited on Township property. Cannabis possession/ smoking is prohibited, anywhere on Township property.

b. Setup:

- 1. Renters are solely responsible for the setting up of their event. If a renter uses an external vendor to set up their event; the renter must have a designated representative present to meet with the vendor for any pre-setup meetings, including during the setup or breakdown of the event by an external vendor. The renter will assume any and all liability for any damage or injuries, etc. associated with using an external vendor. The rental time begins with any set up.

c. Cleanup:

- 1. Renters are responsible for any cleanup of any rented rooms and includes, but is not limited to, wiping of table tops, cleaning of chairs, disposing of all litter into proper trash receptacles, cleaning up all spillage of debris/liquids on floors, and removal of all user-owned or leased (non-Township owned) items by the end of the rental. Storage is not provided at Township facilities. Clean-up is part of the rental time.
- 2. There will be a minimum of \$100 clean up fee for any mess left that requires Township staff to clean.

d. General Liability Insurance:

- 1. It is fully understood and agreed that the representative requesting the rental and their organization guarantees to full extent permitted by law to defend, indemnify, and hold harmless Ela Township, its officers, employees, volunteers, and agents against any and all liabilities, claims, damages, losses, costs and expenses (including attorney fees) arising indirectly or directly in connection with or under, or as a result of this agreement.
- 2. Renters may be required to furnish a Certificate of Insurance and list Ela Township as an additional insured for no less than \$1,000,000.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ THIS FORM. I UNDERSTAND AND ACCEPT THE CONDITIONS STATED.

Printed Name of Applicant

Date

Signature of Applicant

Please sign and return this Rental Agreement to:

**Ela Township
ATTN: Susan Dillon
380 Surryse Road
Lake Zurich, IL 60047**

**Phone: (847) 438-9160 sFax: (847) 438-9196
Email: susand@elatownship.org**