



RENTAL APPLICATION
BRADLEY A. STEPHENS COMMUNITY CENTER
2620 N MANNHEIM ROAD, FRANKLIN PARK, IL 60131
PHONE: (847) 451-5144





Parks & Recreation Department
2620 N. Mannheim Road, Franklin Park, Illinois 60131
P: (847) 451-5144
www.leydentownship.com

OFFICE USE ONLY
Date/Time Received: _____
Staff Initials: _____
Reservation Number: _____
Invoice Number: _____

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Bradley A. Stephens Community Center Rental Application

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Rentals based on availability

All Rental Applications must be submitted at least 15 days prior to requested date. All applicants must read and sign the Rental Agreement attached to the Rental Application. The security deposit must be paid at the time of the application.

Applicant's Name: _____ DOB: _____ Organization: _____
(Person responsible) (Date of Birth)

Address: _____ City: _____ State: _____ Zip: _____

Primary Phone: _____ Alt. Phone: _____ Email: _____

Second Contact Name: _____ Phone: _____ Email: _____

Date Requested: _____ Hours*: _____ to _____
**Total hours must include set-up and clean-up time. 2 hours min., 7 hours max. Shorter or longer rentals require special approval.*

Type of Event : _____

Number of Guests* _____
 *CC Room Max 49, CC Gym Max 75

ALL FEES, COI AND FINAL REGISTRATION DETAILS ARE DUE 2 WEEKS PRIOR TO EVENT DATE

Alcohol is prohibited

Will you be using outside entertainment? Yes No

Outside Vendors — Certificate of Liability Insurance (COI) required. Outside entertainment must end 30 minutes prior to end of rental.

- Music – Type? _____ COI
- Entertainment – Type? _____ COI
- Food – Vendor Name _____ COI

Name, Address and Phone of Vendor(s):

Room & Gym Rental Fees

Security Deposit \$150 **DUE TODAY** \$ _____

CC Room Hourly Rate: \$40	\$ _____
CC Gym Hourly Rate \$50	\$ _____
CC Room & Gym Hourly Rate \$80	\$ _____
TOTAL DUE 1 WEEK BEFORE EVENT	\$ _____
DUE DATE: _____	

TOTAL EVENT FEES \$ _____

I confirm that I have read, understand & signed the Rental Agreement, that the above information has been completed honestly and accurately, and further understand if any information is found not to be true, the rental event will be canceled by Leyden Township and my security deposit will be forfeited.

Signature of Applicant: _____ Date: _____



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APPROVAL	<input type="checkbox"/> Approved <input type="checkbox"/> Denied By Supervisor: _____ Date: _____ Staff Assigned: _____ Instructions: _____
PAYMENT	Reservation #: _____ <input type="checkbox"/> CC Room <input type="checkbox"/> CC Gym <input type="checkbox"/> CC Combo Total Deposit Paid: \$ _____ Cash: _____ Check# _____ Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> DISC Last 4 Digits: _____ By: _____ <hr/> Balance Due: \$ _____ Balance Due on or Before: _____ Balance Paid: \$ _____ Cash: _____ Check# _____ Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> MC <input type="checkbox"/> DISC Last 4 Digits: _____ By: _____
STAFF REPORT	Condition of Facility Prior to Event: _____ <hr/> Time of Renter Arrival: _____ Time of Renter Departure: _____ Condition of Facility After Event: _____ List Any Damages or Problems: _____ <hr/> Employee Assigned: _____ Staff Time of Arrival: _____ Staff Time of Departure: _____ Signature of Employee: _____ Date: _____
MANAGER REVIEW	Amount of Deposit to be Refunded: \$ _____ Manager: _____ Date: _____ Comments: _____ <hr/> <hr/>
REFUND PROCESS	Date Processed: _____ Processed By: _____ Amount: \$ _____ <input type="checkbox"/> Credit Card Last 4 Digits: _____ <input type="checkbox"/> Check Check #: _____



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Bradley A. Stephens Community Center Rental Agreement

TERMS AND CONDITIONS

All applicants must read, sign and return this form with their completed Rental Application at least 15 days prior to requested date.
 The Community Center Room will accommodate up to forty-nine (49) people maximum, and the Community Center Gym maximum is seventy-five (75). Both facilities are **smoke-free environments**.

GENERAL RULES:

1. Minimum rental time: two (2) hours.
2. The security deposit is \$150.00 and is due at the time of Rental application.
3. The rental fee is due in full no later than seven (7) days before scheduled event. Failure to pay the remaining amount by the due date will result in cancellation of your rental along with the forfeit of your security deposit. The renter may be subject to an additional \$25.00 fee if the renter cancels at any time.
4. If you are using a vendor to service your rental (caterer, DJ, entertainment etc.), your vendor will be required to provide Leyden Township with a \$1,000,000.00 Certificate of Liability Insurance and Workers Compensation Insurance, naming Leyden Township as additionally insured on the policy.
5. Proof of Leyden Township residency must be presented at time of rental application to qualify for resident rate (i.e.: valid driver's license, current lease or real estate tax bill with Renter's name and address.)
6. The Renter or a designated responsible adult (name: _____) must be present at the start of the rental. Proof of Identification is required. A walk-through of the rented facility with Leyden Township staff will be completed at the start of the rental. Leyden Township holds the renter solely responsible for the condition of the rented facility at the conclusion of the rental.
7. Unless otherwise notified by the Renter, Leyden Township shall set- up tables and chairs for the number of guests indicated on the Rental Application.
8. Smoking is prohibited in this facility.
9. Gambling of any form is prohibited.
10. No confetti or glitter. No decorations may be used that will result in the floors becoming wet, slick, slippery or sticky. ONLY painter's tape may be used to attach decorations to the walls. Hanging items from ceiling is prohibited.
11. Renter shall not permit any area to be used for any disorderly or unlawful behavior during the period of this rental.
12. Any evidence of smoking, gambling, disorderly or unlawful behavior in the facility during your event will result in the loss of Renter's security deposit and/or immediate termination of rental event.
13. Renter is liable for any damages or loss of property, furniture and/or equipment. Any damage to the facility structure (inside or outside), furniture (appliances, floors, rugs, etc.) will be deducted from Renter's security deposit.
14. A fee will be deducted from the deposit for any excessive cleaning caused by the renter.
15. The security deposit will be refunded in full if Renter complies with all the terms and conditions of this rental agreement. The Leyden Township Staff Report will determine if any or all of the security deposit shall be returned.
16. All refunds are processed in the form of check. Upon approval refunds will be issued 2 to 4 weeks after your event.
17. No changes will be allowed 1 week prior to your rental date.
18. Should the renter arrive late or extend beyond the approved Rental Application time, the time will be charged to the renter as follows: The dollar amount equal to the rental time, minimum of 30 minutes.
19. Refunds will not be given for any unused time.
20. A \$25.00 service charge will be assessed on all checks returned due to insufficient funds.
21. Leyden Township Center Holiday Hours: Leyden Township Holiday Rental Requests will be reviewed on a case by case basis. Staffing and other considerations will be taken into account before rentals will be approved.



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TERMS AND CONDITIONS, CONTINUED

All applicants must read, sign and return this form with their completed Rental Application at least 15 days prior to requested date.

RENTER CANCELLATION POLICY:

Cancelling the reservation within seven (7) days of the reserved time or failure to pay rental fee when due under this agreement, will result in the rental agreement being cancelled and the security deposit being forfeited. Failure to comply with these requirements may result in forfeit of the security deposit. If the renter fails to show after one half hour (30 minutes) of the rental, they will be considered a "No Show" and the facility will be closed, the staff will be sent home, and the security deposit forfeited.

ALCOHOL IS PROHIBITED

The consumption of alcoholic beverages/products is prohibited in the facility, parking lot or anywhere inside or outside of the rental facility. Evidence of any alcohol consumption will result in the immediate termination of the rental and loss of Renter's security deposit.

RENTER RESPONSIBILITIES:

1. Renter must present their copy of Rental Contract upon arrival.
2. If staff do not have the building open by the scheduled start time, call our After-Hours number at 847-451-5145.
3. Kitchen utensils are not provided (serving spoons, forks etc.) Kitchen utensils belonging to Leyden Township cannot be used.
4. If a band or disc jockey is hired, they are not permitted to use any smoke emitting device, pyrotechnics or "stage prop" used for special effects. Failure to comply will result in the immediate termination of the rental and loss of Renter's security deposit.
5. Only painter's tape is allowed on walls when decorating.
6. Wipe up any food or beverage spills on tables, chairs and walls.
7. Clean up kitchen including all food, containers, spills, etc. Wipe down counter tops and appliances used during your event.
8. Dispose of all food and decorations, etc. from event in trash receptacles using provided trash liners.'
9. Return any moved furniture or equipment to their original position. Facility should be restored to same condition as it was when the rental began.



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TERMINATION OF RENTAL:

Leyden Township reserves the right to terminate any event at any time if it is determined by Leyden Township Staff that continuation of the rental is not in the best interest or safety of the participating guests, Leyden Township Staff, or rental facility. If Leyden Township finds cause to terminate your event while your event is taking place, the Leyden Township Rental Staff Report will be reviewed to determine if any of the security deposit or rental fee will be refunded.

Leyden Township reserves the right to terminate the participation of any individual in any rental facility for disruptive behavior or if it is determined by Leyden Township Staff that the continued participation of the individual is not in the best interest or safety of the participant, participating guests, Leyden Township Staff or rental facility.

Should Leyden Township need to cancel prior to your event, the security deposit and any rental fees paid will be refunded to you.

DISCLAIMER:

Leyden Township reserves the right to CANCEL any rental event. The decision is final.

Leyden Township does not assume any liability for property lost or stolen on the Leyden Township premises, or for personal injuries sustained on the premises during rental use of the premises. Renter hereby agrees to assume the full risk of any injuries, damages, or loss, regardless of severity, that Renter may sustain as a result of this rental. Renter further agrees to defend, indemnify, waive and release Leyden Township and its officers, agents, employees and volunteers from any and all liabilities, losses, claims, suits, damages and/or judgment (including reasonable attorney's fees) arising out of or related to this Rental Agreement, the condition of the premises, the use of the premises, and any and all activities connected with or associated with this rental.

I understand that I am responsible for clean-up of the facility before the end of my rental time and that the cost of clean-up not accomplished or damages to the facility will be deducted from my security deposit. I further understand that Leyden Township reserves the right for full restitution of any and all damages incurred by the Renter or Renter's guests and to bill any additional expenditure for said damages that may incur above and beyond the amount of the Renter's security deposit.

I understand that any violation or discrepancy on my behalf from this Rental Agreement may be grounds for Leyden Township to retain any or all of my security deposit.

I have read and understand the preceding disclaimer. I do hereby agree to the terms of the disclaimer and the conditions of the Rental Agreement.

APPLICANT:

Signature: _____ Date: _____

Printed Name: _____