

SPARTA COMMUNITY BUILDING RENTAL AGREEMENT

424 W. Belmont St. Sparta, IL 62286

This agreement is made between the *City of Sparta* and _____ for the purpose of holding a(n) _____ (type of event) on _____ (date) _____ - _____ (time)

The key can be picked up from Police Department the morning of the rental date unless otherwise agreed upon. Clean up must be finished and guests must be out of building no later than 10:00 pm. The key must be returned to the Sparta Police Department no later than 10:30 pm. If key is not returned on time, a \$25.00 late fee will be charged.

The undersigned user has read the attached rules and regulations concerning use of the building, and agrees to hold harmless and make secure against loss, damage or penalty to *The City of Sparta*, caused by any act, neglect, default or omission on the part of the user or by any person during the time the *Community Center* building, appurtenances or premises are under control of the user. All 12 tables and 97 chairs should be accounted for before deposit is returned. The user understands that the following fees must be deposited at the time of signing this agreement.

Resident - Full Day Rental : \$100.00	
Non Resident - Full Day Rental: \$200.00	
Cleaning/Security Deposit: \$100.00	
Amount Paid:	

I have read and understand and agree to the above conditions and the attached rules and regulations. I assume all responsibility for the use of the Community Center building on the date and time of use, as stated above.

Print name:	Signature
Address	Phone

Approved	Date:
Signed:	Title:

Mail this agreement to:

City of Sparta
 114 W. Jackson St.
 Sparta, IL 62286
 P: 618-443-2917

Sparta Community Building

424 W. Belmont, Sparta, IL 62286

Use Requirements

The capacity for the Community Building is 95. Plenty of outlets, 12 tables and 97 chairs are available for use. One 55 gallon trash container is available. You will need to provide your own 55 gallon garbage bags. It is your responsibility to make sure all tables and chairs are accounted for.

The user is responsible for any and all damages to the facility and/or contents there resulting from their usage even if the deposits are not sufficient to cover the cost of cleaning, repairs, and/or replacement. Deposits may be refunded if the building is left clean, there is no damage, and the rules below are observed.

1. Scheduling will be on first come, first serve basis.
2. The City Council reserves the right to decline a reservation for any reason.
3. Applicant renting facility must be present during entire rental period.
4. Use will be restricted to the terms of the application including area reserved, time of entry and departure, intended activity, etc.
5. Conduct will not violate local, state, or federal laws and will at all times be conducted in a mature and responsible manner.
6. Entertainment, catering or other agents of the groups are the responsibility of the applicant.
7. Accidents occurring on the community center property must be reported to the Sparta Police Department. 618-443-4331
8. Smoking and/or use of any other tobacco products in the facility or restrooms is prohibited.
9. Refreshments are allowed. Please put litter in trash bags and empty all trash cans in facility and restrooms in outside dumpster. Remember to bring your own 55 gallon garbage bags, paper towels, cleaning and other supplies.
10. There will be no alcohol served or brought into the facility.
11. End of time of rental means that the renter is completely out of the building. The keys are to be returned at the completion of the rental to the dispatcher at the Sparta Police Department.

12. No driving or parking any type of vehicle in the grass. Please use designated parking areas.
13. Decorations must not alter or damage any surfaces. No nails, hooks, tacks or screws may be placed into any part of building.
14. Only scotch tape may be used for decoration placement.
15. Renter may store items only during their rental period. No items may be delivered or stored prior to or following a rental.
16. No candles allowed, with exception of food warming, floating, battery, or birthday candles.
17. All contents belonging to the Community Building will remain inside the building.

Cleaning

The Community Building must be returned to its original condition after use.

1. Clean floors, mop if necessary.
2. Return tables and chairs to the same position in which you found them.
3. If you use the kitchen, clean all surfaces, and wash and replace whatever you have used.
5. Be sure the restrooms are left clean. Remember to bring your own 55 gallon garbage bags, paper towels, and cleaning and other supplies. **Put a new 55 gallon garbage bag in can before leaving.**

Building Electrical Equipment

1. Before leaving the building, ***turn off and disconnect*** all appliances.
2. Before leaving, turn off all the lights and switches you used.
3. Make sure all lights are off in the building, restrooms, and outside.
4. Make sure the building thermostat is turned off (move the thermostat lever to the far left).