

VIRDEN COMMUNITY CENTER

RENTAL AGREEMENT

Lessor: City of Virden

Lessee: _____ (Printed Name)

_____ (Address)

_____ (Phone)

_____ (Email)

_____ (Driver's License #)

Lessor hereby leases to Lessee the **Virден Community Center at 101 W. Jackson St.** on _____ (date) from **7 a.m. until 10:00 p.m.** Events should **terminate at 10:00p.m.** to allow Lessee sufficient time to clean the building as required below. Absolutely no loitering, inside or outside the building is permitted.

Lessee may use the furniture, kitchen, heating, cooling and lighting systems in the building.

Lessee agrees to pay the following charges for this rental.

Rental: \$100 (for one day)

\$75 (for each successive day)

Deposit: \$100 (damage and cleaning deposit)

The Deposit and Rental fees must be paid at the time of submitting the application in order to reserve the date. If an application is placed in the drop box after hours, the payment must be included with the application to reserve the date.

Cancellations less than 7 days prior to the event will not result in a full refund. Only the deposit will be refunded. Full refund will only be returned on cancellations made more than 7 days prior to event.

Lessee certifies that the use for which the building is being leased is as follows:

Lessee, by initialing each of the following, certifies and acknowledges that the listed restrictions must be observed.

Violation of any of the conditions stated in this lease, or violation of any ordinance or state law, will result in termination of this lease by the City of Virden or the Virden Police Department:

_____ Use of the center is social, religious, charitable, political or civic. No garage sales or retail commercial sales are allowed.

_____ No liquor will be allowed on premises at any time.

_____ Decorations may only be hung from existing hooks/fasteners; no others may be added.

_____ Lessee is responsible to insure that all terms of this lease are observed by all attendees, and that all state, federal and local laws and ordinances are followed. In the event the Virden Police Department observes a violation of this lease or a violation of state, federal or local law or ordinance, the Lessee acknowledges that the Police Department may terminate all activities at the building, order all attendees to leave, and the Rental fee and Deposit will be forfeited by Lessee.

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_____ Lessee assumes all risks of using the building and its contents and indemnifies and holds harmless and will defend the City from any liability to any person arising in whole or in part from the use or condition of the building or its contents.

_____ This lease may be terminated by the Mayor or Police Department if, at any time, it is determined that the actual use to which the building will be put is not as set forth in this lease, or if the terms of this lease are or likely would be violated, or the City has an emergency use for the building for its own purposes.

_____ Lessee understands that the number of people in the building or on the grounds of the building may not exceed 150 people at any time.

_____ Lessee represents that Lessee will be on the premises at all times during any event at the building, or Lessee will be represented by the following named individuals _____

_____ **The Lessee must obtain the key the last business day before the event from the City at City Hall during business hours 8:00 a.m.-5:00 p.m.** If the Community Center is rented for another event the day prior to your event, other arrangements will be made for you to obtain the key. **If the key is not picked up, the use of the building will be forfeited and no rental fee will be refunded.** Lessee may have a walk-through inspection of the center with a city representative at the time of key pickup to document the condition of the premises.

_____ **Lessee has the obligation to accomplish each of the following before leaving,** and understands that the building must be vacated before **10:00 p.m.:**

- **If tables and chairs are moved, they must be returned to original placement.**
- **Tables, chairs, and counters must be wiped clean.**
- **Floors must be swept/mopped. (Mops and brooms are located in the east closet.)**
- **All trash must be removed and taken to the dumpster behind building; this includes bathroom trash cans, trash receptacles in stalls in women’s bathroom, and kitchen trash cans. (Garbage bags are furnished and are in cabinet next to small sink in kitchen. Brown replacement bags are in east closet.)**
- **Bathrooms must be checked for cleanliness and all toilets flushed. Make sure no faucets are left on (kitchen also) and no toilets remain running.**
- **Kitchen must be cleaned; no food may be left behind.**

_____ The Virden Police Department (217-965-4474) must be notified that Lessee is prepared to vacate the premises and also call or text 217-494-4354 when done. All lights must be turned off and Lessee may then lock and vacate the building. Lessee agrees that if the building is not vacated by 10:00 p.m., Lessee will pay an additional \$20 for each 30 minutes the building is occupied after 10:00 p.m.

_____ The City will inspect the building before any subsequent use. Upon prior arrangement, Lessee may walk through the inspection at the same time. Lessee will be notified of any damages or cleaning expenses for which Lessee is responsible. If the damages or cleaning expenses exceed the deposit, Lessee is responsible for the difference, together with any attorney’s fees or costs incurred in the collection of that difference. (Minimum cleaning expense is \$50, which includes 3 hours; each additional hour is \$15.)

_____ **If any portion of the contract is not followed, the deposit and possible future use of the building will be forfeited.**

Agreed this _____ day of _____, 20_____.

City of Virden

Lessee Signature

For Office Use Only

Deposit Paid _____ Date Key Given _____ to _____

Refunded \$ _____ on _____ by ck# _____