

**VILLAGE OF JEROME  
CIVIC CENTER RENTAL**

**RULES AND REGULATIONS**

All renters of the Civic Center shall comply with the following rules and regulations:

**USE OF ALCOHOLIC BEVERAGES:**

Use of alcoholic beverages within the Village Municipal Building, including the Civic Center, or on Village property is prohibited by law, with no exceptions.

**SMOKING:**

Absolutely NO SMOKING is allowed in the Civic Center or the Municipal Building.

**FACILITY TEMPERATURE:**

Thermostats will be set at a temperature appropriate to outside weather conditions; however, you may change the thermostats if necessary. When setting the temperature for air conditioning, remember that the thermostat on the east end should be set lower than the one on the west end. If setting the temperature for the furnace, the thermostat on the east end should be set higher than the one on the west end.

**USE OF EQUIPMENT:**

All renters are permitted to use all equipment located in the Civic Center, including the kitchen. However, a key is required for the piano and must be requested when making your reservation. All equipment must be left in good clean condition. Kitchen equipment should be returned to storage after cleaning (renter must supply detergent and towels). Tables which are in the upright position may be taken down; however they must be restored to the upright position prior to leaving the Civic Center. Tables which are stored on the table racks may also be used. They must be taken down and returned to the storage rack prior to leaving, and chairs must be put away.

**DECORATIONS:**

No decorations are permitted to be hung from or attached to the ceiling. Nothing other than masking tape may be used when putting decorations on wall.

**GENERAL CONDITIONS AND CLEANLINESS:**

The building must be left in good condition, clean and without any damage. Trash receptacles containing bags are provided in both the meeting and kitchen areas. Renters must supply their own garbage bags if additional bags are needed. Debris inside and outside must be cleaned up. A garbage dumpster is provided outside the southwest Civic Center door. All trash should be placed in dumpster before leaving. All food must be removed from the kitchen, including the refrigerator and freezer. Dishes must be washed and returned to cabinets.

**CHILDREN:**

Children should be supervised at all times. Parents are responsible for the actions of their children during their activities inside and outside the Civic Center. Children must not be allowed to play in trees, shrubs or restrooms.

**PETS:**

Pets are not permitted inside the Civic Center. However, dogs used for disabled persons will be allowed.

**PARKING:**

Parking for the facility is located on the west side and east side of the Civic Center. Renters are cautioned to recognize the fact that the church parking lot may not be available and facility users will be expected not to infringe upon rights of our neighbors when parking. Village police are required to enforce orderly parking habits and maintain safe and adequate traffic flow throughout the Village.

**EMERGENCY NUMBER:**

During normal work hours if you have a problem with the operation of the furnace, toilet stools, etc., advise the Village office. If an emergency arises after the office is closed, call 753-6666, the Sangamon County Sheriff's dispatch. They will contact a Village of Jerome Police Officer who will assess the problem and contact the trustee over Public Works Supervisor.

**HOLDOVER USE:**

Any use, which is not timely completed in accordance with the Rental Agreement executed by the renter, will be charged an additional holdover rent in an amount which is double the amount set in the Rental Agreement.

**KEY RETURN:**

If the Village office is open, the key may be returned after use. If use is terminated after office hours, the key shall be returned by dropping it into the mail slot immediately north of the Municipal Building (Northern most) door.

**KEY AVAILABILITY:**

The Civic Center is securely maintained and protected by a lock and key system that is strictly controlled. Keys will be available to a renter the day of use or the last working day prior to use. Keys will be available from the Village office staff ONLY DURING OFFICE HOURS (MONDAY THRU FRIDAY – 8:00 A.M. TO 1:00 P.M. AND 2:00 P.M. TO 4:30 P.M.). It shall be the responsibility of the renter to pick up the key at the Municipal Building during these times. No keys are given to renters unless all rental fees are paid in full. Failure to pick up the key in timely fashion shall be the responsibility of the renter and will result in the loss of the renter's deposit.

**KEY RESPONSIBILITY:**

Responsibility for use of the key rests with the person scheduling the facility use. That person will be expected to retain the key in a secure manner. Further, that person will assume responsibility of checking all doors of the facility to ensure that they have been locked prior to returning the key.

**LOST KEY:**

In the event that a key is lost, the renter shall immediately notify the Village office staff. If the Village office is closed, the renter shall immediately notify other Village personnel by calling one of the emergency numbers posted on bulletin board in Civic Center. Under no circumstances shall any renter leave the Civic Center unattended until a Village employee has been notified and arrangements have been made with the Village to secure the Civic Center.