

VILLAGE OF JEROME
CIVIC CENTER RENTAL AGREEMENT

Lessor: Village of Jerome, 2901 Leonard Street, Jerome, Illinois 62704

Lessee:

Name		

Street		

City	State	Zip Code

Telephone Number		

The Lessor and Lessee agree as follows:

1. **RENTAL.** Lessee shall pay a rental fee in accordance with the Civic Center rate Schedule in effect from time to time in the amount of \$_____ (the "Rental Fee") to the Village of Jerome for use of the Jerome Civic Center (the "Civic Center") On _____ from _____ to _____ (the "Rental Period"). If said rate is a non-profit rate and Lessee has not previously done so, Lessee must provide a copy of the entity's initial not for profit filing with the Secretary of State, or a copy of its annual report filing, or, if a religious organization, a copy of the tax exempt letter from the Department of Revenue. Said Rental Fee shall be paid upon obtaining the key for the Civic Center, if necessary, which may be obtained during normal business hours from the Village Office the day of the Rental Period or the preceding business day if the Rental Period begins on a day other than normal business hours for the Village. Lessee shall have no right or guarantee of availability until this Rental Agreement shall have been executed by all parties and all fees required by Lessor paid by Lessee. In the event of any holdover by Lessee, Lessee agrees that the rental amount for each such holdover shall be two times the Rental Fee.

2. **DEPOSIT.** Upon execution of this Rental Agreement, Lessee has paid the sum of \$75.00 – Residents, \$100.00 for Non-Residents (the "Deposit") to the Lessor as a security, cleaning, reservation and damage deposit to be held by the Lessor for the faithful performance of the terms of this Agreement and for any necessary cleaning, repair, replacement of missing items, damage or other amounts due to Lessor under this Agreement at the conclusion of the Rental Period. The Deposit is in addition to the Rental Fee above and cannot be applied to the Rental Fee at the time the Rental Fee is paid. The Deposit, less all charges for cleaning, repairing, replacement of any missing items, or other amounts due under this Agreement, shall be returned to Lessor within thirty (30) days after the Rental Period.

3. **CANCELLATION.** Any cancellation of Lessee's reservation of the Civic Center shall be made in writing and must be received by the Lessor at its office during its normal business hours at least fourteen (14) days prior to the beginning of the Rental Period. If written cancellation is not received within fourteen (14) days prior to the Rental Period, Lessee's Deposit shall be forfeited. Failure of Lessee to inform the Village of Jerome of cancellation or a failure by Lessee to show for the Rental Period will result in the forfeiture of Lessee's Deposit and, at the discretion of the Village Board of Trustees, may result in denial of future rentals of the Civic Center to Lessee.

4. **WAIVER.** Lessee waives all claims against the Village of Jerome, its officials, employees, agents or representatives, hereafter arising directly or indirectly out of the rental of the Civic Center by Lessee.

5. **INDEMNIFICATION.** Lessee agrees to defend, indemnify and hold harmless the Lessor, its officials, employees, agents and representatives from any and all claims, losses or expenses, including attorney's fees, incurred by Lessor hereafter arising directly or indirectly out of the Lessee's rental or use of the Civic Center.

6. **RULES AND REGULATIONS.** Lessee acknowledges that Lessee has been provided with a copy of the current Rules and Regulations regarding the rental of the Civic Center and agrees to abide by all terms and conditions contained therein.

 Lessee

Date

 Village of Jerome Authorized Employee

Date

FOR VILLAGE USE ONLY

Lessee paid the \$ _____ Deposit on _____ Check No. _____

Lessee paid the \$ _____ Rental fee on _____ Check No. _____