

CIVIC CENTER RULES AND REGULATIONS VILLAGE OF JEROME

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

RENTAL SCHEDULING

Civic Center rentals are arranged through the Village office staff and may not be made more than 365 days in advance of the intended date of reservation. Exceptions to this schedule will be reviewed on a case-by-case basis by the Village Board of Trustees. Recurring reservations will not be permitted.

NO USE OF ALCOHOLIC BEVERAGES:

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

NO SMOKING:

Absolutely NO SMOKING is allowed in the Civic Center or the Municipal Building or within 15 feet from doors, windows, and vents.

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, thermostat #1 should be set lower than thermostat #2. When setting the temperature for heat, thermostat #1 should be set higher than thermostat #2. THERMOSTATS MUST BE RETURNED TO THEIR ORIGINAL SETTINGS BEFORE LEAVING THE BUILDING.

USE OF EQUIPMENT:

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).
- **ALL TABLES AND PASS-THROUGH WINDOW SURFACE MUST BE COVERED** when food or beverages are served.
- To protect the floors, **do not drag tables across the floor.**
- Tables and chairs that are in the upright position may be taken down; however, they must be restored to the upright position and original location prior to leaving the Civic Center.
- Tables and chairs that are stored on racks may also be used but must be taken down and properly restacked on the racks prior to leaving.
- The following are **prohibited** inside or outside the building: turkey fryers, cooking with hot oil, charcoal or propane grills and fire pits.

DECORATIONS:

- Renters are prohibited from hanging decorations from or attaching decorations to the walls, ceilings, or light fixtures.
- **NO** use of glitter, decorative confetti, silly string, playdough, or other sticky or similar substances.
- **NO** Bounce houses or water games allowed.

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 Civic Center 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.
- Notify the Village office of any damage to village equipment and report it on the Clean-Up Checklist.

Renters must review and complete the attached Clean-Up Checklist prior to exiting the facility and returning any keys. Failure to complete the items on the Clean-Up Checklist may result in forfeiture or loss of deposit.

LIABILITY INSURANCE POLICY:

A liability insurance policy issued by the National League of Cities (or similar entity) and registered through the Illinois Risk Management Association specific to the Lessee's rental and use of the Civic Center (For instructions on how to purchase insurance, contact the Village Office).

CHILDREN:

Parents must supervise and are responsible for the actions of their children during their activities inside and outside the Civic Center. **Children must not be permitted to play in trees, shrubs or restrooms.**

NO PETS:

Pets are not permitted inside the Civic Center. However, service animals for individuals with disabilities are permitted.

PARKING:

Parking for the facility is located on the west side and east side of the Civic Center. Renters are cautioned that the church parking lot across Leonard Street may not be available, and Renters and their guests are not permitted to infringe upon the 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.

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 RESPONSIBILITY:

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

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 Applicant 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**. It shall be the responsibility of the Applicant to pick up the key at the Village Office during normal office hours. No keys shall be given to an Applicant unless **ALL** rental fees are paid in full. Picking up the key inconsistent with this paragraph shall be the responsibility of the renter and failure to do so will result in the loss of the renter's deposit and, at the discretion of the Village, may result in forfeiture of the reservation.

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 deposit slot near the Municipal Building front door, which is north of and next to the Civic Center.

LOST KEY:

If a Civic Center 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 the emergency numbers posted on the bulletin board in the Civic Center or listed under the Emergency Number section in this document. 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.

EMERGENCY NUMBER:

If you have a problem with the operation of the furnace, toilet stools, kitchen appliances etc., call 217-753-6666, the Sangamon County Sheriff's dispatch. Dispatch will contact a Village of Jerome Police Officer who will assess the problem and contact the Public Works Supervisor or Village Trustee. If an emergency involving health and safety arises, you should call 9-1-1.

Signature of Renter _____ Date: _____

Thank you for renting the Jerome Civic Center

CLEANUP CHECKLIST for the JEROME CIVIC CENTER

Renter: To guarantee full refund of your deposit, be sure to complete each task listed below:

When tasks are completed, check off:

- Fold chairs and return to racks
- Clean and wipe off tables (detergent and towels supplied by Renter)
- Return any extra tables to table racks (if necessary). The tables that were set-up at the beginning of the rental should remain upright.
- Make sure the three restrooms are in good condition. Cleaning (toilets) is not necessary unless there was an issue.
- Clean kitchen including wash dishes, pots, pans and utensils and return to cabinets.
- Remove food from the refrigerator, freezer and countertops.
- Remove all table cloths (by CC rules they were required) and dispose them.
- Cleanup spills and stains from food, drinks and debris from the floors, tables and countertops.
- Sweep and mop the floors with equipment supplied in the kitchen.
- Turn off all water faucets.
- Collect all garbage and other waste. Trash containers have one garbage bag with an extra at the bottom of the trash container.
- Place garbage bags in the dumpster in the rear parking lot, to the left.
- Reset thermostats to temperatures indicated when you arrived.
- Turn off lights and exhaust fans.
- Conduct a final walk through.
- Lock the building. Please tug on the doors from the outside to make sure they are locked securely.
- Return the keys and this checklist* (see below) to the front office drop box or to the office if open.

***RENTERS:** When you have checked and completed all tasks on this checklist, please sign below and return it with the key.

NOTE: Failure to satisfactorily complete all items on the checklist could jeopardize the return of your deposit.