

# Village of Tremont Community Center Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City State & Zip: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Date of Intended Use: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Names and Phone No. of Persons Responsible:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We require a fee for the use of the facilities. The rules and fees are attached.

I acknowledge that I have asked the Village of Tremont ("Village") for the use of the Tremont Community Center, 216 S. Sampson St., Tremont, IL (the "Center"). I hereby agree to assume the full risk of any damage or injury to person or property which may be sustained as a result of the use of the Center. I hereby waive and relinquish all claims which I now have or may subsequently have as a result of the use of the Center. I do hereby fully release and discharge the Village and its officers, employees and agents from any claims that may arise from the use of the Center. I further agree to indemnify, defend and hold harmless the Village and its officers, employees and agents from any and all costs, losses, damages and expenses whatsoever (including attorney's fees and costs) that may arise from the use of the Center.

Signature: \_\_\_\_\_

DEPOSIT      Date: \_\_\_\_\_

FEE      Date: \_\_\_\_\_

## **Tremont Community Center**

Welcome to the Tremont Community Center. We are happy to make our facility available for your use. We Do request that the following guide lines be followed as set up by the Village Board. PLEASE leave the facility in the same or better condition than it was when rented.

### **Rules:**

1. DO NOT DUPLICATE ANY KEYS TO THE CENTER. Lost or unreturned keys; Person or persons responsible will be billed for the replacement of same. Minimum fees apply i.e cost of key, cutting new key, and village personnel time to do same.
2. THIS IS A NONALCOHOLIC BEVERAGE FACILTY. Please observe this request.
3. No property of the Village of Tremont is to be removed from the facility without the approval of the Village Board prior to such removal.
4. Decorations are limited to tables and chairs only. Decorations on Walls and Ceilings are not permitted.
5. All events are to be concluded at 10:00pm without prior approval from the Village Board.
6. Trash dumpster is on the site for use by renters for event trash only.
7. Renters are responsible for any and all damages to the facility. Any damage above and beyond the \$50 security deposit will be billed to the renter.

### **Fees:**

The Tremont Community Center rental fee is \$100.00 for 4 hours for a resident within School District 702 with a \$50.00 security deposit and \$150 for non-residents with a \$50 deposit. Additional time can be obtained at a fee of \$25 per hour. Security deposit (\$50) will be due at time of reservation. Rental fee (\$100 or \$150) is due at least one week prior to event. Cancellations must be submitted at least one week prior to an event, otherwise security deposit (\$50) will be forfeited.

The key is to be obtained from the Village Secretary between the hours of 8:00am and 5:00pm Monday thru Friday, except on holidays. Keys are to be returned the same day of use. A drop box is located on the front wall of the Tremont Village Hall. SECURITY DEPOSIT WILL BE RETURNED WITHIN FIVE (5) BUSINESS DAYS AFTER INSPECTION OF FACILIY BY DESIGNATED VILLAGE EMPLOYEE.

**Reservation Guidelines:**

1. Multiple reservations may require Tremont Village Board Approval.
2. Reservations are on a first come, first served basis.
3. The Tremont Village Board reserves the right to refuse rental of the facility
4. Reservations may not be made more than 12 months in advance of an event.

Thank you for your support and cooperation with the above stated rules, fees, and guidelines.

## Thank you for renting the Tremont Community Center!

Many hours of volunteer work and community funds were needed to complete this building. And as a "Community" center, we all must do our part as renters to take care of it. The objective from the beginning was to build a center we could all be proud of and enjoy for years to come

In addition to your rental fee, a deposit was collected. This deposit is a refundable deposit if all of the following criteria are met and final inspection is made.

- Empty all garbage and take out to dumpster (this includes kitchen and both bathrooms).

Replace garbage can liners.

- Dust mop floors / Wet mop any spills.

- Wipe off tables and chairs. Position table and chairs back to their original placement.  
(Please reference picture below)

- Wash all used kitchenware and return to proper place.

- Wipe off countertops, stovetop, and sinks.

- Remove all items from refrigerator and freezer.

- Flush toilets

- Mop and brooms are located in the utility closet.



### **PLEASE NO GLITTER OR CONFETTI!**

**Do not stick tape to walls or windows.**

**No inside chairs or tables outside.**

Please leave the Community Center the way it was when you arrived!