

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 FACILITY. 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 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 \$75.00 per event with a \$50.00 security deposit. Security deposit (\$50) will be due at time of reservation. Rental fee (\$75) 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 FACILITY 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.