



**Agreement for Rental of the
Oak Forest
Community Center
between the
City of Oak Forest, IL
and**

Renter's Name: _____

Rental Date: _____

Contact Information: _____

Jack LaVelle: Center Caretaker	708-687-3007
Jim Richmond: Application Process	708-687-4050, ext. 1005

**Oak Forest Community Center
15501 Kilpatrick, Oak Forest, IL
Contractual Agreement to Rent**

This agreement must be filled out completely. Your signature at the bottom of Page 3 indicates acceptance of all of its conditions.

Applicant's Name: _____ Phone Number: _____

Street Address: _____ City / State: _____

E-mail Address: _____

Organization Name: _____ Resident / Non-Resident (**circle one**)

Date Requested: _____ **Note: Building will be opened by Center Caretaker; no key will be issued.**

Time of Event: From _____ To _____ **Note: Rent is for six (6) hours, including the time it takes to set-up for the event.**

NUMBER OF PEOPLE ATTENDING: _____ **Note: Number of people cannot exceed 100.**

ACTIVITY PLANNED: Meeting _____ Party _____ Other _____

HOW WILL FOOD BE BROUGHT INTO THE BUILDING? Outside Caterer _____ Your Own _____

WILL THERE BE ALCOHOL? Yes _____ No _____ **Please sign: _____**

(Under no circumstances can alcohol be sold at the Oak Forest Community Center)

To be photocopied ...
**Applicant's *State of Illinois*
Driver's License or Other
Valid Form of Identification**

CONDITIONS of this AGREEMENT

(Please read the following Conditions that must be met.)

I am the applicant. A copy of my personal identification is photocopied. In return for my use of the Oak Forest Community Center (a.k.a. Senior Center), I agree to pay a \$300 Security Deposit by check or money order and a \$300 Rental Fee (\$200 for Oak Forest residents) when I submit my application. I understand there is a special rate on Fridays after 4:00 p.m. when the Security Deposit for use of the Community Center will remain \$300, but there will be a \$200 Rental Fee (\$100 for Oak Forest residents).

Event Time / Cancellation Policy: I agree my event will not last longer than six (6) hours including set-up time, but no matter what time it is scheduled to begin, I agree to be out of the Community Center by 11:30 P.M. I also agree that I will forfeit my Rental Fee if I cancel my scheduled event more than five (5) calendar days after approval of this application. **I understand there are no exceptions to this Cancellation Policy.**

I agree I will be responsible for the conduct of the group for whose use I applied for the rental of the Oak Forest Community Center. I agree I may lose my entire Security Deposit for any of the following reasons: if the Community Center is damaged in any way, if any property is missing, if anyone does not abide by the rules, if my event adversely affects the neighborhood, if the Community Center is not left reasonably as clean (floor swept, trash removed to dumpster) as it was before my event, or if it is not vacated by all those attending by the scheduled time to end my event, but in no case later than 11:30 P.M. In addition, I agree to save and hold harmless, as well as reimburse, the City of Oak Forest with respect to any claims, suits, attorney fees, and any other expenses which may arise due to personal injury or property damage suffered or incurred in connection with or incident to the use of the Community Center. I agree I will reimburse the City of Oak Forest for any additional time required of staff to clean-up as a result of my use of this facility and I will pay costs that were incurred because of damaged or missing property as a result of my use of the Community Center.

I understand the interpretation of this Agreement is up to the City of Oak Forest. If there is any mistake made by the City, I understand I am only entitled to a refund of my Security Deposit and / or Rental Fee. I also understand I will forfeit my \$300 Security Deposit if I falsify any information on this application.

READ CAREFULLY: Below is my signature. I have read and agree to comply with the Conditions of this Agreement set forth in this application, as well as the Guidelines for the Use of the Community Center noted on the next page and posted at the Community Center. I understand that if I am not contacted about problems resulting from my use of this facility that my Security Deposit check will be shredded within five (5) calendar days of my event unless its return is requested in person. **I, as the Applicant, accept all of these Conditions:**

Printed Name of Applicant

Date

Signature of Applicant

Approved: ____ Disapproved: ____ Date: _____ Initials of City of Oak Forest: _____

GUIDELINES FOR THE USE OF THE OAK FOREST COMMUNITY CENTER

1. **The Community Center is a public facility available for community use and for general rental activities. It is only to be used for the type of activity specified on Page 2 of this application.**
2. **The applicant is responsible for any damage to property or misuse of the Community Center.** The Security Deposit will be retained by the City of Oak Forest to cover the cost of any damage or for any reasons specified in this application. An applicant that forfeits their Security Deposit for any reason may also forfeit the right to use this facility in the future. **The applicant is responsible for reading and abiding by the rules posted in the Community Center, as well as informing his / her guests of these rules.**
3. If the applicant serves liquor at the event, it is highly recommended that he or she obtain a Certificate of Insurance for Liquor Liability. Please see your Insurance Provider for information about this kind of insurance. **PLEASE NOTE: LIQUOR CANNOT BE SOLD IN THE COMMUNITY CENTER.**
4. The applicant or any guest should not arrive earlier than 10-15 minutes prior to the Time of Event. Should the event be over early, call the Center Caretaker. Do not leave the facility unattended.
5. No tampering with thermostats on the wall. **This will be a definite cause for loss of Security Deposit.**
6. No parking in spaces designated for disabled persons.
7. No smoking is allowed inside of the Community Center.
8. No function is to be held for the purpose of promoting outside organizations.
9. Children must be supervised at all times both inside and outside the facility.
10. Loud music, grills, and smoke or fog machines are not allowed inside the Community Center.
11. Any tub used for a keg must be emptied outside the Community Center, decorations must be temporary and easily removed, and nothing may be hung from the ceiling of this facility.
12. Improper speech or conduct, damage to the Community Center, indecent acts or otherwise improper behavior inside or outside this facility will not be tolerated.
13. No dangerous or harmful objects, including weapons of any kind, shall be carried or used either inside or outside the Community Center.
14. Leave the Oak Forest Community Center reasonably as clean and in the same order as it was when you entered. Remove all trash bags and put into dumpster located outside the facility. Report any problems to the Community Center Caretaker. The Caretaker will report problems to the City of Oak Forest.
15. **The Community Center must be vacated by the time listed on this application, but in no case later than 11:30 P.M. Failure to abide by this rule may result in the loss of applicant's Security Deposit.**