

VILLAGE OF FORD HEIGHTS

1343 ELLIS AVE

FORD HEIGHTS, IL 60411

RULES AND REGULATIONS/FOR RENTAL OF FORD HEIGHTS

VILLAGE FACILITIES

**RENTAL GROUPS MUST LEAVE THE PREMISES BY THE ENDING TIME
DESIGNATED ON THE RENTAL AGREEMENT**

RULES RELATED TO BUILDING RENTAL:

These **GENERAL** rules will govern all rentals of Senior Citizens facilities.

1. Use of intoxicating beverages and/or drugs of any kind is forbidden in the building or around building grounds.
2. Persons entering into this Rental Agreement and/or responsible for the supervision of the attendees must be at least 21 years age. Persons renting this facility will be held solely responsible by the Village for all equipment used and the facility grounds. Any damages will be assessed to the lessee.
3. The custodian in charge may make available only the part of the building and equipment stipulated in this agreement. Also, the facilities may be opened to the lessee one (1) hour prior to the start of the function. The custodian will only open the facilities for the persons signing the Rental Application. The custodian is not responsible for set-ups, but can, if directed to.
4. (a) A deposit of **\$100.00** must be received with the application. The balance of the cost of renting the facility is **\$175.00** and must be paid no later than (5) days prior to the event.

(b) Any misuse or damage to facility or equipment as reported by custodian after the event will be charged to lessee. If the building is

left in good condition, the deposit of **\$100.00** will be refunded in the form of a check.

5. A group which violates these rules and regulations or permits them to be violated may be denied future use of Senior Building facilities.
6. Rental groups may not store equipment or materials on Village premises.
7. The right is reserved to impose further rules and regulations governing use of Senior Building facilities when such changes will be presented for Village Board of Trustees approval at the earliest possible date. Rental groups will be notified of such changes as quickly as possible.
8. Automobiles are prohibited parking south on the south side because of (**Fire Station Area Senior building only**).
9. Commercial, hazardous, illegal and subversive activities are prohibited.
10. The Mayor and Board of Trustees are not responsible for any injury to person attending, damage to, or loss of personal property.
11. Rental of a facility does not imply Village endorsement of the programs theme, product, ideas or participants.
12. A copy of these rules shall be given to each person signing a facilities rental agreement.

NON-SPORTS ACTIVITIES: Occupancy is to be limited to seating capacity as provided with chairs arranged in a normal pattern with sales.

ALL ACTIVITIES: Occupancy is regulated by limitations as established by the local fire department and/or Illinois life safety codes

**VILLAGE OF FORD HEIGHTS
1343 ELLIS AVE
FORD HEIGHTS, IL 60411
RENTAL REQUEST FROM/VILLAGE PROPERTY**

Name of Organization or Individual requesting property: _____

Person In Charge: _____ **Date:** _____

Address: _____

City/State/Zip: _____

Phone: Residence: _____ **Business or Cell:** _____

Facility Requested: _____ Theodore McMillian Senior Building _____

Date Requested: _____

Alternate Date: _____

Start Time: _____ **Finish Time:** _____

To Be Used For: _____

Number of People Expected: _____

Equipment Needed: _____ **Number of Chairs Needed:** _____

Number of Tables Needed: _____

Will Kitchen Be Used? _____ **Yes** _____ **No**

Will you/your organization provide an insurance rider: _____ **Yes** _____ **No**

NO ALCOHOLIC BEVERAGES ALLOWED ON THE PREMISES

APPROVED: _____

NOT APPROVED _____

Village Clerk