



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

Name: _____

Rental Date: _____

Oak Forest Community Center
15501 Kilpatrick, Oak Forest, IL
Rental Agreement

This agreement must be filled out completely

Applicant's Name: _____ Phone Number: _____
(The applicant must be the person that pays to use the Oak Forest Community Center.)

Street Address: _____ City / State: _____

E-mail Address: _____

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

Date Requested: _____ **(Note: Building will be opened; no key will be issued.)**

Time Requested: From _____ To _____ **(Note: No more than six hours - vacated by 11:45 p.m.)**

NUMBER OF PEOPLE: _____ **(Note: Number of people cannot exceed 100)**

PURPOSE OF ACTIVITY? Meeting _____ Party _____ Other _____

WILL THERE BE ALCOHOL? Yes _____ No _____ **Please sign: _____**
(Under no circumstances can alcohol be sold at the Oak Forest Community Center)

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

To be photocopied ...
**Applicant's Valid *State of*
Illinois Driver's License**

(All rules, regulations and decisions are at the discretion of the City of Oak Forest.)

CONDITIONS THAT MUST BE MET (Please read very carefully)

I am the above named applicant. A copy of my driver's license 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 way of a check or money order and a \$300 Rental Fee (\$200 for Oak Forest residents) when I submit my application. I agree that I will forfeit my entire Security Deposit if I falsify any of the information provided on this application. I agree my event cannot last longer than six (6) hours and no matter what time my event began I must be out of the Community Center by 11:45 p.m. I agree to forfeit \$100 of my Security Deposit should I cancel my event. I also agree I will lose my entire \$300 Security Deposit should I cancel within 30 days of my scheduled event.

Below is my signature. I agree to abide by the guidelines set forth by the City of Oak Forest noted elsewhere within this form and posted at the Community Center. 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 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 will 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, and if it is not vacated by all those attending by the end of my event or, when applicable, no later than 11:45 p.m.

I understand within a few days after my event I will be informed by telephone if my Security Deposit check is being withheld. I understand if I am not so informed, I must pick up the check within ten days of my event or it will be shredded.

Printed Name of Applicant Date Signature of Applicant

Approved: ___ Disapproved: ___ Date: _____ Regular / Special (circle) Initials: _____

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 (defined herein). It is only to be used for the type of function specified on this application.**
2. The applicant is responsible for any damage to the 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 other reasons specified in this application. An applicant that forfeits their Security Deposit for any reason shall, at the City's discretion, forfeit the right to use the Community Center in the future.
3. If there will be liquor at the event, it is strongly suggested that the applicant obtain a Certificate of Insurance for Liquor Liability. Please see your own Insurance Provider for additional information about this kind of insurance and an application. They will require the address of the Community Center, as well as the date on which you plan to hold your event.
4. The applicant or other event participants are not to arrive earlier than the designated starting time.
5. Remember: There is no smoking allowed inside of the Community Center.
6. No function is to be held for the purpose of advertising or promotion of outside organizations.
7. Children must be supervised at all times both inside and outside the facility.
8. There shall be no loud music, smoke machines or fog machines allowed in the facility.
9. 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.
10. Improper speech or conduct, damage to the community center, indecent acts or otherwise improper behavior will not be tolerated.
11. No dangerous or harmful objects, including weapons of any kind, shall be carried or used either inside or outside the Community Center.
12. Leave the Oak Forest Community Center reasonably as clean and in the same order as it was when you entered. Remove all trash and put into dumpster located outside the facility. Report any problems to the center's caretaker upon his arrival.
13. The Community Center must be vacated by the time listed on the application – in no case later than 11:45 p.m. on the day of the event.

As the applicant named herein, I will abide by these guidelines, accept full responsibility for my event and agree to indemnify, save and hold harmless the City of Oak Forest from any and all liability.

Signed: _____ **Date:** _____