



**Agreement for Rental of the
Oak Forest Community Center
effective January 1, 2019
between the
City of Oak Forest, Illinois
and**

Renter's Name: _____

Rental Date: _____

Questions? Refer online at www.oak-forest.org

Oak Forest City Hall: 708-687-4050, ext. 1006

Contact Information: _____

(Read application carefully. All information must be provided.)

Oak Forest Community Center
15501 Kilpatrick, Oak Forest, IL
Contractual Agreement to Rent
(Effective for Applications dated January 1, 2019 or later)

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 up to six (6) hours, including
the time needed to set-up for the event.**

NUMBER OF PEOPLE ATTENDING: _____

Note: Number of attendees cannot exceed 100.

ACTIVITY PLANNED: Family Event _____ Party _____ Meeting _____ 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**

Oak Forest Community Center at www.oak-forest.org

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, I agree to pay a **\$300.00 Security Deposit** by check or money order and a **\$250.00 Rental Fee for an Oak Forest resident (\$350.00 for a non-resident)** when I submit my application.

Event Time / Cancellation Policy / Security Deposit: (1) **I understand the Community Center will only be available for private events on Saturday or Sunday between the hours of 11:00 AM and 9:00 PM.** (2) I agree my event will not last longer than six (6) hours including set-up time. (3) I agree to forfeit my Rental Fee if I cancel my scheduled event more than five calendar days after the approval date of this application no matter how far into the future it is scheduled. I understand there are no exceptions to this Cancellation Policy. (4) I agree my Security Deposit may be retained by the City of Oak Forest for violations noted in this application including not vacating the facility on time. (5) I understand my failure to provide a check or money order that is cashable by the City may result in my prosecution and the loss of my use of this facility.

READ CAREFULLY: I agree I am responsible for the conduct of the people who attend the event for which I rented the Oak Forest Community Center. I agree I may lose my entire Security Deposit for any of the following reasons: the Community Center or its contents are damaged, property is missing, someone does not abide by the rules, the event adversely affects the neighborhood, the Community Center is not left reasonably as clean (including trash removed to dumpster) as it was before the event, or if it is not vacated by all those attending by the scheduled time to end the event. **IN ADDITION:** I also agree to save and hold harmless, as well as reimburse the City of Oak Forest beyond a lost Security Deposit 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 to clean-up the Community Center and I will pay costs that were incurred because of damaged or missing property as a result of my use of this facility.

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.

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. Finally, 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. **I, as the Applicant, accept all of these Conditions:**

Printed Name of Applicant

Application Date

Signature of Applicant

Approval of Application _____

Date: _____

Initials of City of Oak Forest: _____

IMPORTANT: Please sign this Agreement only if you accept all of its conditions.

RULES 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 purposes. It is only to be used for the Activity Planned, as specified on Page 2 of this application.**
2. **The applicant and their guests are responsible for reading and abiding by these rules, which are also posted in 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 may also forfeit the right to use this facility in the future. **The applicant is responsible for any damage to property or misuse of the Community Center.**
3. If the applicant serves liquor at the event, it is highly recommended that they obtain a Certificate of Insurance for Liquor Liability. Please see your Insurance Provider for information about this kind of insurance. **NOTE: LIQUOR CANNOT BE SOLD IN THE COMMUNITY CENTER.**
4. No attendee should arrive earlier than 15 minutes before the event's scheduled time to begin. Should the event end early, call the Center's Caretaker at 708-687-3007. Do not leave the facility unattended.
5. No tampering with thermostats on the wall. **This will be a definite cause for loss of a Security Deposit.**
6. No parking in spaces designated for disabled persons; violators may be towed away.
7. No smoking is allowed inside the facility; no drugs or pyrotechnics allowed inside or outside.
8. No function is to be held in this facility for the purpose of promoting outside organizations.
9. Children must be supervised at all times both inside and outside the Community Center.
10. Loud music, grills, pyrotechnics, smoke or fog machines are not allowed inside the Community Center.
11. **A tub used for a keg of beer must be emptied outside the Community Center. Decorations cannot damage the walls and nothing may be hung from the ceiling. Confetti or glitter is not allowed.**
12. Physical damage to any part of the Community Center may result in the loss of a Security Deposit and 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, including other City-owned property around the facility.
14. The Oak Forest Community Center must be left reasonably as clean and in the same condition as it was when you entered. Do not stack tables or chairs. Leave them in the same place they were when you entered the Community Center. **Remove all trash bags and put into dumpster outside the facility.**
15. **The Community Center must be vacated per Time of Event noted on this application, but in no case later than 9:00 P.M. Failure to abide by this rule may result in the loss of applicant's Security Deposit.**