

THE VILLAGE of ALEXIS

204 S. MAIN ST, PO BOX 356

ALEXIS, IL 61412

PH ~ 309-482-3424, C ~ 309-373-2740

COMMUNITY CENTER RULES & CONTRACT

AS A RENTER OF THIS BUILDING YOU ARE RESPONSIBLE FOR ANY DAMAGES THAT OCCUR DURING YOUR USE OF THIS BUILDING. **THE FEE TO RENT THE COMMUNITY CENTER IS \$100. THERE IS ALSO A \$100.00 DEPOSIT THAT IS REQUIRED AND HELD UNTIL AN INSPECTION OF THE PREMISES HAS BEEN MADE.** IF ANY OF THE FOLLOWING RULES ARE NOT COMPLIED WITH, YOUR DEPOSIT WILL NOT BE RETURNED.

1. You must leave the building and grounds clean.
2. All floors will be swept and mopped.
3. Please use the Lysol/Clorox wipes and/or spray that we have provided to wipe down all counters, tables, doorknobs, etc. that you have come in contact with.
4. Please put tables and chairs back in the proper area.
5. All trash cans must be emptied and bags put in the dumpster.
6. Make sure lights are off, heat or air conditioning is turned back to what it was set on and all doors and windows are closed and locked.
7. When alcoholic beverages are served and a police officer is required, they will patrol for the entire time of the event. No minors are to be served alcohol.

HAVING READ THE ABOVE STIPULATIONS CONCERNING THE RENTAL OF THE ALEXIS COMMUNITY CENTER, I _____ TAKE FULL RESPONSIBILITY AS RENTER OF THE BULIDING FOR THE PURPOSE OF _____ ON _____.

YOUR ADDRESS: _____

PHONE NUMBER: _____ DATE: _____

*If paying by check, please write one check for \$ 200.00 for the deposit & rental fee. Once your rental is complete and the final walk-through inspection is successfully passed, your deposit will be returned to you as a check issued by the Village of Alexis. Please be aware that any issues identified during the final inspection will be addressed with funds from your deposit. This process may take some time to complete, so we appreciate your patience. Any cancellations without a 24 hour notice are subject to a \$ 25.00 cancellation fee. If you have any questions or concerns, please do not hesitate to contact us at either 309-482-3424 or 309-373-2740.

*To the right of the West door into the kitchen, there is a key box attached to a conduit pipe. The code for the key box is _____ for your rental date. After your event, please lock the doors and upon leaving please return the key to the box and make sure box is closed.

We hope you have a wonderful event!

****Please return contract and payment to secure your date.***

Office Use Only:	DEP. \$ 100.00 PAID DATE _____	CHECK # _____
	RENT \$ 100.00 PAID DATE _____	CHECK # _____
	DEP. OF \$ _____ RETURNED DATE _____	G.F. CK # _____