

URBANA COMMUNITY CENTER
RENTAL AGREEMENT

Organization or Individual User: _____

Contact Person: _____

Address: _____ City: _____ State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____ Cell: _____

Are you 21 years of age or older? (circle one) Yes No

Day and Date Reserved: _____

Time of Reservation, if different than all day. _____

Estimated Number of Participants: _____

Describe the specific reason/purpose for reservation:

(Refer to Rules for those organizations which are permitted free usage – deposits apply)

RENT CHARGE: (Community Center)*

Rental fee for “Personal” use shall be \$50.00.

Rental fee for “For Profit” use shall be \$100.00.

RENT CHARGE: (Council Room in City Hall)

8:00 a.m. – 4:30 p.m. (Monday – Friday) \$25.00

DEPOSIT \$50.00 DEPOSIT REQUIRED FOR ALL USERS. DEPOSIT WILL BE REFUNDED IF THE FACILITY IS LEFT CLEAN AND UNDAMAGED AND IF THE KEY IS RETURNED WITHIN TWO (2) BUSINESS DAYS FOLLOWING RENTAL.

I hereby agree to follow all Urbana Community Center Rules & Regulations and acknowledge receipt of a copy of said rules and a copy of the indemnification agreement I have signed. I hereby acknowledge that if I cancel the Community Center rental, a \$10.00 cancellation fee or 10% of the rental fee (whichever is greater) will be withheld. No refund of rental will be issued if it is canceled less than two weeks before the date of the function (under extreme or emergency circumstances the City Council may, at its discretion, issue a refund if renter appears before the Council with his/her request). I acknowledge that I am the individual responsible for the care and maintenance of the Community Center during the period of use for which it is being rented. I understand that failure to accomplish everything in the rental agreement and on the clean-up checklist will result in the loss of my damage deposit, if applicable, and/or additional costs with a minimum \$100.00 charge.

I further understand that the City of Urbana reserves the right, in its sole discretion, to unilaterally cancel and/or revoke this rental agreement and/or to terminate the planned use/event in progress, for any reason, including but not limited to: if utilization is for purposes other than that disclosed herein; or if inaccurate information is disclosed herein; or if the use/event is deemed hazardous to the public health, safety or welfare; or for noncompliance with any applicable Urbana City Ordinance or State or Federal laws and regulations.

Signature of Renter _____ Date _____

COMMUNITY CENTER KEYS MUST BE PICKED UP AT CITY HALL BY 3:00 PM THE BUSINESS DAY PRIOR TO THE RENTAL DAY. A \$50 FEE WILL BE CHARGED FOR ANY COMMUNITY DOOR THAT NEEDS TO BE UNLOCKED DURING NON BUSINESS HOURS. PLEASE CALL CITY HALL FOR BUSINESS HOURS (443-2400) AND ALSO FOR HOLIDAY OPERATING HOURS IF YOUR RENTAL IS ON, OR CLOSE TO, A HOLIDAY.

<p><i>Make checks payable to: City of Urbana</i></p> <p>Rental Fee \$ _____ Deposit \$ _____</p> <p>Approved: _____ Date: _____</p>

Renter to place his/her initials indicating that he/she has received a copy of the Contract, Rules, and Indemnification Agreement for use of the Urbana Community Center _____
initials

PLEASE NOTE: The Community Center must be cleaned, vacated, and locked at the end of your time slot. (9:00 p.m. on weekdays, 10:00 p.m. on weekend.)