

City of Crest Hill
Community Room Rental Agreement

This License Agreement is made this ____ day of _____, between the City of Crest Hill (hereinafter "City") and (hereinafter "Licensee").

1. **Rental:** The City hereby grants to the Licensee, the Community Room pursuant to the terms and conditions provided herein. See Exhibit A.
2. **Use:** The Community Room shall be used for the following use, and for no other:

3. **Term:** The License fee is for the following period: See Exhibit A.
4. **Fee:** Licensee shall pay the following hourly fee, when billed by the City in accordance with the schedule in Exhibit A. In the event that the use extends beyond the scheduled time, additional pro rata charges shall be due.
5. **Cancellation by Licensee:** In the event that the Licensee cancels the scheduled event, the entire fee shall be due. Cancellations can only be made to City between 8:00 a.m. and 4:30 p.m., Monday through Friday.
6. **Compliance with Laws and Regulations:** The Licensee shall comply with all Federal, State, Local and City laws and regulations, and City policies and ordinances. Licensee shall cause to have removed any individual who violates any Federal, State, Local, or City law or regulation, or City policy.
7. **No Importation of Alcohol:** Except for vendors approved by the City the Licensee shall not permit any person, partnership, corporation, limited liability company, or any other entity, to bring alcoholic beverages on to the Premises. Licensee shall immediately confiscate and dispose of any such alcoholic beverage brought onto the Premises in violation of this provision. In addition, City or Licensee may cause to have removed any individual who violates this provision.
8. **Facility Use:** The Licensee shall not permit any individual, partnership or corporation to advertise, sell, sponsor or promote any business, production or service on the City grounds without prior consent of City, including banners, tents and signs. Such requests must be submitted in writing to the City's Clerk fourteen (14) days prior to the event.
9. **Insurance:** The Licensee shall maintain comprehensive general liability coverage in force, with a minimum of One Million Dollars (\$1,000,000) for each occurrence and in the aggregate. Said policy shall name the City, its officers, employees, and agents as additional insured. The policy shall provide that it may not be canceled without 30 days written notice to the City. The Licensee shall provide the City with a Certificate of Insurance evidencing compliance with these terms prior to the commencement of the scheduled event. No event may commence without the presentation, to the City, of the required

Certificate of Insurance. Such insurance shall be written with an insurance company approved by the City and licensed to engage in business in the State of Illinois.

10. **Indemnification:** Licensee agrees to release, indemnify, and hold harmless City from and against any and all liability for bodily injury, (including death), damage to property, personal injury, claims, demands, losses, damages, costs and expenses (including any attorney's fees and expert fees), and any litigation arising from, or alleged to arise from, the rental and use of facilities, which are subject of this agreement, except for loss or damage resulting from the willful and wanton conduct of the City and its employees or agents. Nothing contained herein is intended to limit the City's right to assert any immunity defenses it may have by statute, rules, regulations, or other laws of the State of Illinois.
11. **Notification:** The parties to this contract agreement do hereby mutually agree to notify the other party immediately of any incident that may occur during or in connection with the scheduled rental.
12. **Return of Premises:** Licensee shall maintain the Premises during the term of the license and return of the Premises at the conclusion of the license term, in reasonably the same condition as the Premises was found prior to the license term. Damages to the Premises shall be the responsibility of the Licensee and all costs thereof shall be assessed against Licensee as an additional fee payable within ten (10) days of the date of the City's invoice setting forth such amount.
13. **Cancellation by the City:** In the event that the City requires the use of the Premises for City sponsored activities, the City reserves the right to cancel this Agreement or any section of this agreement without cause upon 7 calendar day's notice to the Licensee.
14. **Notice:** Notices required by this Agreement shall be delivered to the Attention of City Clerk, 20600 City Center Blvd, Crest Hill, IL 60403 during regular District business hours, which are Monday - Friday from 8 AM – 4:30 PM, excluding holidays.
15. **Freedom of Information:** This agreement and all related public records maintained by, provided to, or required to be provided to the State, are subject to the Illinois Freedom of Information Act notwithstanding any provision to the contrary that may be found in this contract.
16. **Agreement Complete:** This Agreement represents the complete understandings between the parties and may only be amended in writing.
17. **Governing Law:** This Agreement and the enforcement thereof shall be governed and controlled in all respects by the laws of the State of Illinois, without giving effect to any choice of laws or rules that would require the application of the laws of any other jurisdiction, and any venue for any litigation regarding this Agreement shall be in the Circuit Court of the Twelfth Judicial Circuit, Will County, Illinois.

City of Crest Hill

Renter

By: _____

By: _____

Exhibit A

Approved Dates and Times for the “_____” are as follows:

Date

Time

Fee

All City equipment used during the rental shall remain property of the City. This includes but is not limited to electronics, refrigerator, microwave, AED, tables, chairs and related equipment. Failure to return equipment in its original condition when borrowed will result in charges for replacement.

City Initials

Licensee Initials

Raymond R. Soliman
Mayor

Christine Vershay-Hall
Clerk

Glen Conklin
Treasurer

Ward 1
Scott Dyke
Jennifer Methvin

Ward 2
Claudia Gazal
Darrell Jefferson

Ward 3
Tina Oberlin
Mark Cipiti

Ward 4
Nate Albert
Joe Kubal



TO: Interim City Administrator Tony Graff
FROM: Interim Human Resources Manager Dave Strahl
SUBJECT: Draft Community Room Usage Policy
DATE: December 27, 2024

Attached is a copy of the draft policy that was presented to the city council for comment on February 20, 2024. The minutes from that meeting are also attached for general information. It is my understanding that the draft policy was modeled after the community room policy that Romeoville utilizes.

A couple of observations that might be considered to formulate a workable policy are highlighted below.

1. The draft policy has an insurance requirement of a minimum of \$1,000,000 of coverage. It is very unlikely a Homeowner's Association (HOA) would have that level of coverage. A reasonable level of coverage is warranted and there is a need to confirm the city has no liability responsibility for any persons or groups that utilize the community room. If the coverage requirement remains the same there would likely be requests to waive the coverage requirements, which would create additional concerns about inconsistent application of the requirements.
2. The draft regulations do not prohibit political activities or religious activities to occur in the facility. Also, if there is a conflict among requested times or dates, the city has sole discretion to determine which group will be granted the room use. The city will typically give preference to a community-based organization over an organization from outside the community.
3. Policy should include a credit card deposit to cover the cost of clean up and possible damage. Once the facility is determined to be free of damage a portion of the deposit could be refunded. This cost would cover the expense of staff required to set up, tear down, and clean up after the event. Currently there is no prohibition for events after hours or weekends. If after business hours and weekends are available there will be a need to have city personnel available on an overtime basis to perform the require room management activities, including securing and opening the room.

CITY OF CREST HILL
20600 City Center Boulevard
Crest Hill, IL 60403
815-741-5100
cityofcresthill.com



4. There should be a set of configurations available for the renter to designate to minimize any furniture movement by the visitors to the room. This configuration selection will be included as part of the room rental request. Since there will be additional expense for staff to be present for weekends, should there be an additional fee for weekend use?
5. Suggest a provision that if minors are to be present there must always be sufficient adult supervision present.
6. Any audio/visual equipment will be the responsibility of the renter to provide and ensure compatibility. The city will not have staff or equipment available for use or rental use.
7. There should also be a provision that if any food is brought into the facility any responsibility to maintain proper temperature for consumption will be the renter's responsibility. Furthermore, the renter shall be responsible for providing all electrical cords for such devices. All food must be removed upon the conclusion of the event. All trash must be consolidated into available trash cans, and nothing shall be left for individual disposal outside of provided trash cans.

There may be a need to clarify what the city council's intention is regarding the room use and determining the best options to accommodate those intentions without incurring additional cost to the city.

City Council Minutes 2/20/2024

TOPIC: Community Room Discussion

City Clerk Christine Vershay-Hall commented that an email was received for rental use of the community room from a not-for-profit organization, and we have no guidelines for renting the community room. She asked what the requirements are for renting the community room, is there a charge, a rental agreement. Clerk Vershay-Hall commented that as of right now we only have homeowner's associations that have been approved by the Council renting the room. Clerk Vershay-Hall asked if the Council would want each rental request for the community room to come before the Council. Alderwoman Gazal stated that she wants them to come before the Council and have no rental fee.

Clerk Vershay-Hall commented that some rentals are after hours and Public Works and Police Department must set up, unlock, and lock doors for the meetings, and this costs the city. She also asked if they will be allowing food. Alderwoman Gazal commented that this is why we have the kitchenette.

An agreement was handed out that Director Kline had put together. City Attorney Mike Stiff commented that he has looked over this agreement and made some legal 'tweaks' but he stated that he already thought the green light was given by the Council for this.

Alderman Albert commented that he does not feel we should be charging since this was originally for community use but realistically, he understands there will be overtime costs and the fee we charge will not cover some of that but feels we need to charge a fee. He also commented that he did not look at the rentals as parties but more so meetings. Alderwoman Gazal commented that if we do not charge that will just open the door for more people to have gatherings here. Several Council members felt this room rental should not be for private parties.

Attorney Stiff commented that we need to establish a policy with rules and regulations for the use of the community room and it would be on a first come first serve basis with an application and a process in which you get your application approved, such as block parties, etc.

It was asked of Stuart in the audience when he holds meetings at the library how it is managed. Stuart commented that they give them a \$50.00 deposit on a credit card and if there is damage, they have the credit card to run through for damages. (Audio hard to transcribe since audience member did not approach podium).

Discussion was had regarding if the two chamber doors lock. It was stated that a special tool unlocks/locks the doors and there is no actual key to lock from inside. Mayor Soliman commented that he is sure Tony or Director Kline have a key.

Clerk Vershay-Hall asked if the Council is okay with renters bringing food. It was commented that a coffee cake or something of that nature but not actual food unless it is city function since this is more so for HOA meetings. Clerk Vershay-Hall asked if this is just for Crest Hill organizations or would you open this up to other municipality organizations. It was agreed that will just be for Crest Hill organizations.

Alderman Cipiti commented that he appreciated the Clerk mentioning this, but he would have preferred to have the document given prior to the meeting, instead of at the meeting, so he would have time to prepare and would be better use of their time. He also commented

City Council
Minutes
2/20/2024

that there were no documents attached to the agenda item. Clerk Vershay-Hall commented that she received this after the agenda was published. Alderman Cipiti commented that it should have been put on another agenda so he could have this prior to the meeting to have enough time to think about it and discuss it in an educated way.

Attorney Stiff offered to contact Village of Romeoville's attorney and see what kind of documents or policy they have drafted and see if we can use that as well.

Clerk Vershay-Hall commented that the fire department has come and evaluated the room's occupancy, and we are ordering signs to be posted. Clerk Vershay-Hall commented that the occupancy is:

- Chairs Only – 75 People
- Tables and Chairs - 45 People
- Standing Room only - 135 People

Alderman Cipiti asked if we should not be using the community room until the signs are placed. Clerk Vershay-Hall commented that the room can be used since the fire department has given us a paper with the occupancy.

Alderman Albert asked if there is anything we need to do regarding insurance since we are already allowing HOA to use the community room for their meetings. Attorney Stiff commented that should be asking for their insurance information and have the city named as an additional insured and provide documentation. Although HOA's may not have insurance we should be asking for some type of insurance.

PUBLIC COMMENTS:

Stuart Soifer, a resident, asked Lobbyist Josh Hassert, if the Illinois State Police District 5 is building or redoing their own gun range. (Josh Hassert's response was inaudible and unable to transcribe). Stuart recommended that District 5 could expand their range. He also commented that the disturbing thing being a taxpayer in the City of Crest Hill is that the mayor misleads everyone when he did not tell the Council about the meeting with the Fire Department until December 11, 2023. It looked like the mayor was trying to push this through without the Council's notice. He then asked the mayor what else he was not telling the Council and they cannot decide without transparency. Stuart commented that he feels the mayor needs to step down.

MAYORS UPDATES:

There were no mayor updates.

COMMITTEE/LIAISON UPDATES:

There were no committee/liaison updates tonight.

Alderswoman Gazal commented that there is a need for an executive session for personnel 5 ILCS 201/2(c)(1).

Mayor Soliman asked for a motion to go into executive session on Personnel 5 ILCS 120/2(c)(1).

(#1) Motion by Alderperson Oberlin seconded by Alderman Cipiti, to go into an executive session on Personnel 5 ILCS 120/2(c)(1).

On roll call, the vote was:

AYES: Ald. Dyke, Vershay, Jefferson, Gazal, Oberlin, Cipiti, Albert, Kubal.

NAYES: None.

ABSENT: None.

There being eight (8) affirmative votes, the MOTION CARRIED.

Executive Session 9:33 p.m.

(#2) Motion by Alderperson Oberlin seconded by Alderman Jefferson to reconvene from the executive session on Personnel 5 ILCS 120/2(c)(1).

On roll call, the vote was:

AYES: Ald. Dyke, Vershay, Jefferson, Gazal, Oberlin, Cipiti, Albert, Kubal.

NAYES: None.

ABSENT: None.

There being eight (8) affirmative votes, the MOTION CARRIED.


Reconvened at 10:07 p.m.

The meeting was adjourned at 10:07 p.m.

Approved this 20 day of February, 2024

As presented ✓

As amended _____


CHRISTINE VERSHAY-HALL, CITY CLERK


RAYMOND R. SOLIMAN, MAYOR



FACILITY RENTAL REQUEST FORM

Parks & Recreation Department

Romeoville Recreation Department • 900 W. Romeo Rd., Romeoville, IL 60446 • (815) 886-6222 • www.romeoville.org

If you are a first time registrant, you must show valid proof of residency (i.e. current utility bill, current tax bill, vehicle registration, or home purchase contract AND photo ID (state-issued ID or drivers license). Water bills are not accepted.

Head of Household Information* (all fields except secondary phone are required)

Room Rental Fees and \$100 Deposit Required

Head of Household Last Name/Contact* _____ First Name* _____

Name of Organization/Corporation (if applicable) _____

Address _____ City/State _____ Zip _____

Primary Phone (____) _____ Secondary Phone (____) _____

Birthdate (mm/dd/yy) _____ Email Address _____

**Refunds for canceled rentals will only be sent to the head of household/contact at the above address.*

Date Requested _____ Su M Tu W Th F Sa

Time Requested _____ am/pm to _____ am/pm Reservation Purpose _____

1 RECREATION ROOMS & FEES 900 W. Romeo Rd.	RESIDENT RATE	NON RESIDENT	ROMEOVILLE USER GROUP <small>Banquets, Fundraisers, Parties, Practices, Clinics (pre-approval required.)</small>
Bodine Room 1 & 2 • 65 people max	<input type="checkbox"/> \$30 per hour	<input type="checkbox"/> \$45 per hour	<input type="checkbox"/> \$15/hour <input type="checkbox"/> No charge for Meetings/seminars
Bodine Room 1 • 30 people max			<input type="checkbox"/> \$15/hour <input type="checkbox"/> No charge for Meetings/seminars
Bodine Room 2 • 30 people max			<input type="checkbox"/> \$15/hour <input type="checkbox"/> No charge for Meetings/seminars
Drdak Room • 100 people max	<input type="checkbox"/> \$50 per hour	<input type="checkbox"/> \$75 per hour	<input type="checkbox"/> \$15/hour <input type="checkbox"/> No charge for Meetings/seminars
Gymnasium	<input type="checkbox"/> \$50 per hour	<input type="checkbox"/> \$75 per hour	<input type="checkbox"/> \$25/hour for Romeoville Organizations
Nancy Aldridge Memorial Pavilion at Village Park** Available 4/1-10/31 only (No electric at Pavilion) <input type="checkbox"/> Check if requesting Equipment Rental	<input type="checkbox"/> \$50 per day		<input type="checkbox"/> \$25 per day
O'Hara Woods** Available 4/1-10/31 only <input type="checkbox"/> Check if requesting Equipment Rental	<input type="checkbox"/> \$75 per day		<input type="checkbox"/> \$35 per day

****See the Inflatable Usage Form for using inflatables during outside rentals.***Set-up, clean up and take down is the responsibility of the group.**

See back for additional room rental options.

REV (05-2023)

Make sure you complete the Head of Household Information on the previous side.

2	POLICE DEPARTMENT 1050 W. Romeo Rd.	RESIDENT RATE	NON RESIDENT	ROMEOVILLE USER GROUP
Police Department Community Room*** (Rm P104) 40 people max • M-F 5-9pm No weekends or holidays, No food/beverages		<input type="checkbox"/> \$30 per hour	<input type="checkbox"/> \$45 per hour	<input type="checkbox"/> No Charge (Meetings/seminars only)

3	FIRE STATION #3 698 N. Birch	RESIDENT RATE	NON RESIDENT	ROMEOVILLE USER GROUP
Community Room 1*** • 30 people max M-F 6-10pm, Sun 8am-5pm No holidays, No food/beverages		<input type="checkbox"/> \$30 per hour	<input type="checkbox"/> \$45 per hour	<input type="checkbox"/> No Charge (Meetings/seminars only)
Community Room 2*** • 30 people max M-F 6-10pm, Sun 8am-5pm No holidays, No food/beverages		<input type="checkbox"/> \$30 per hour	<input type="checkbox"/> \$45 per hour	<input type="checkbox"/> No Charge (Meetings/seminars only)
Community Room 1 & 2*** • 60 people max <i>Same hours and conditions as above</i>		<input type="checkbox"/> \$50 per hour	<input type="checkbox"/> \$75 per hour	<input type="checkbox"/> No Charge (Meetings/seminars only)

OFFICE USE ONLY

Room Fee \$ _____ x _____ hours = _____ + 100 deposit (☐ check if received deposit)

Date ____ / ____ / ____ Receipt # _____ Confirmation Sent ____ / ____ / ____ Initial _____

Outdoor Rentals: ☐ Copy sent to Superintendent of Parks -- Date ____ / ____ / ____ Copy sent to Parks Lead -- Date ____ / ____ / ____

Key Card # _____ (Fire Station) Added to Outlook Calendar ____ / ____ / ____

Confirmation sent to: _____ (Dept.) ☐ Fee Waived Initial _____

Comments: _____

FACILITY RENTAL AND RESERVATION POLICY

GENERAL POLICIES FOR ALL FACILITIES:

1. Reservations must be reserved at least one week in advance and are done on a first-come, first-serve basis.
2. Rentals can be scheduled in advance based on the Rental Date Schedule in each Parks and Recreation seasonal brochure.
3. Village activities take precedence and groups may be asked to reschedule or forfeit their reservation with a full refund.
4. All rental fees and cash/credit deposit must accompany a completed Facility Rental Form to process a reservation.
5. Romeoville user groups require pre-approval from the Recreation Center supervisor.
6. **Attendance** during the rental and any **requested changes must be done by the person whom the rental is listed under.**
7. Clean up is the responsibility of the renter and requires removal of all materials brought in including decorations, pick up of garbage, kitchen clean up if applicable, remove items from refrigerator/freezer etc. Please include enough time for set up within your hourly rental fee and you must vacate the rental area by the end of your time slot.
8. **Cancellations** must be made **one week in advance** of the reserved date to receive full refund. Cancellations made less than seven (7) days prior to the event, will be eligible for a 50% refund. To cancel reservation the person who made the reservation must come into the Recreation Center to complete paperwork in person.
9. Romeoville User Groups must contact the Recreation Dept. at least 48 hours prior to the event to cancel rental or a \$50 fee will be charged.
10. Clinics/Meetings/Seminars – These are when Romeoville User Groups are requesting the use of a rental for the purpose of training, teaching, or informing children, parents, members, etc. No fees can be collected during meeting.
11. Alcohol and smoking are not permitted on Village property.
12. No solicitation is allowed.
13. Animals are not allowed on the Village property, unless used for medical assistance.
14. **Cash deposits must be picked up by the Lessee between four (4) and ten (10) business days after the rental. A state-issued photo ID is required to pick up the deposit and a copy will be kept on file. If the deposit is not picked up after the 10th day, a check will be requested to refund the deposit as long as no damage was incurred and the Lessee did not exceed the rental time according to their Facility Rental Agreement. A check will be made out in the name of the Lessee. Please note that checks take four to six weeks to process. Deposits on a Credit Card will be credited four (4) to ten (10) days after the rental as long as no damage was incurred and the Lessee did not exceed the rental time according to their Facility Rental Agreement. A credit will appear on his/her credit card based on his/her credit card company's policy**

GYMNASIUM RENTALS (Recreation Center, 900 W. Romeo Road):

1. One full court rental is available for gym activities only (i.e. basketball, volleyball, kickball, and soccer). The North or South Gym will be determined and booked by staff.
2. All gym rules must be followed. Gym rules are posted in the gym.
3. Available hours for rental are typically Monday thru Friday from 6:30 a.m. to 9:00 p.m. and weekends between 9:00 a.m. to 6:30 p.m. (5:00 p.m. during summer season).
4. Groups must bring their own supplies. Supplies will not be available or provided.

PAVILION RENTALS (O'Hara Woods and Nancy Aldridge Memorial):

1. Renter is responsible for set up/clean up and picnic tables must be moved and put back in the pavilion by the renter. Clean up includes picking up all garbage and putting in provided cans; cans must be placed inside pavilion with bags left inside cans. Picnic tables must be placed back in pavilion, charcoal grills must be cleaned off if used, and restrooms must be cleaned and lights turned off. Gates and restrooms must be locked before leaving.
2. The Recreation Dept. will not provide tables and chairs for the outdoor pavilions.
3. Fires are prohibited except in designated areas.
4. **O'Hara Woods Pavilion** – a key can be signed out after 9:00 a.m. on the day of the rental. Key must be returned to the Recreation Center before noon the following day. If equipment is rented, a photo ID must be left at the Recreation Center. Equipment must be returned on the same day and before the Recreation Center closes (please check for closing time).
5. **Aldridge Pavilion** – If equipment is rented, a photo ID must be left at the Recreation Center. Equipment must be returned on the same day and before the Recreation Center closes (please check for closing time).

FIRE STATION RENTALS (698 N. Birch Lane):

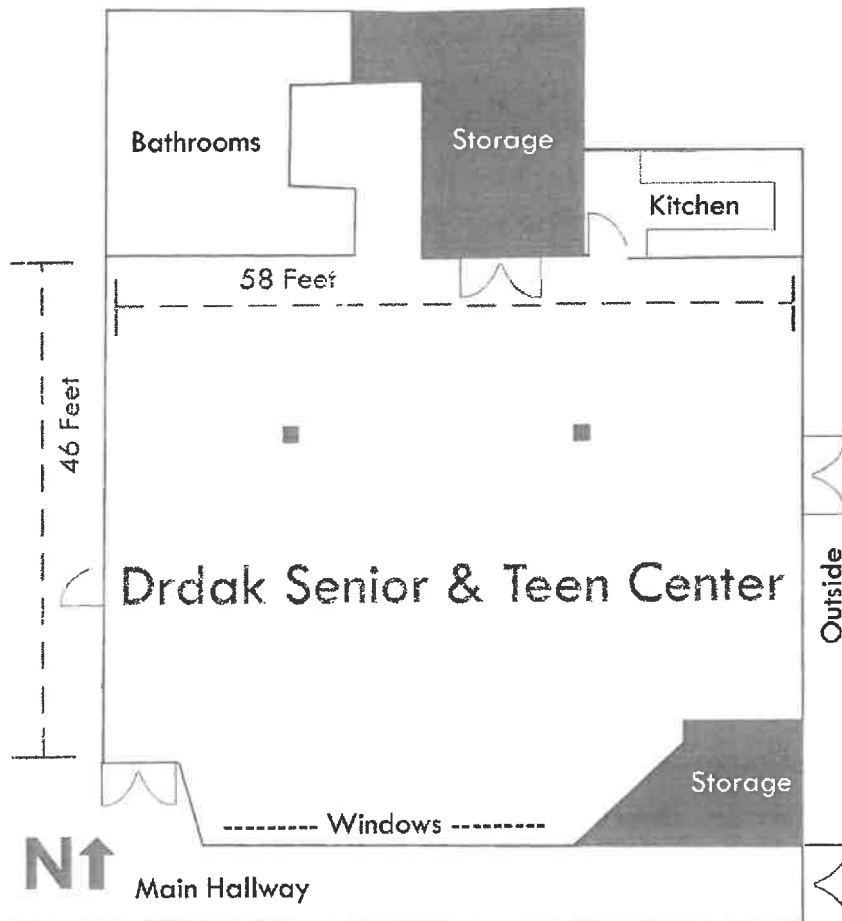
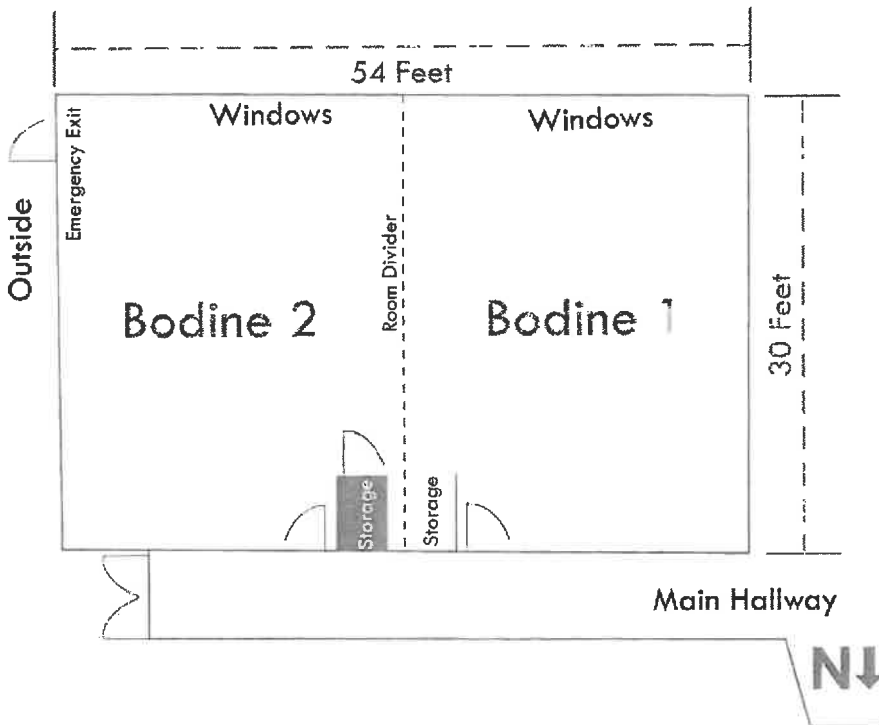
1. Key Cards will be programmed to work during the reservation only. A copy of the renter's ID will be taken when the key card is picked up. The key card pickup and drop off location is at the location where you submitted your rental application and deposit. Key cards can be picked up one day in advance of the rental date and returned the day after the rental date.
2. Renter is responsible for clean up; garbage cans and liners will be provided. Garbage must be removed and put into dumpsters.
3. Food is prohibited at the Fire Station.

Renter's Signature: _____ Date: _____

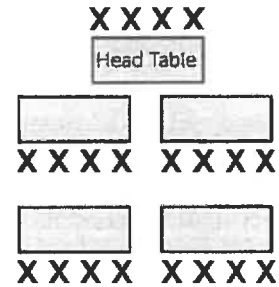
ROMEOVILLE RECREATION CENTER
900 W. ROMEO RD.

Name: _____ Rental Date: _____

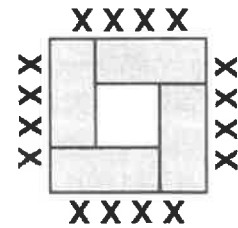
Room Layout: Please draw the tables () and chairs (X) layout or check the layout style from the list below that you would like.



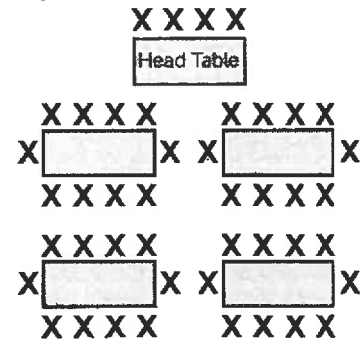
☐ Classroom Style -



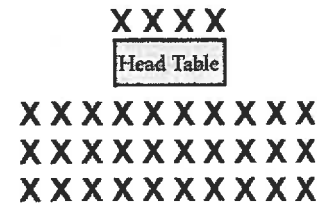
☐ Square Style -



☐ Party with Head Table -



☐ Head Table with Chairs -



Please draw in any additional setup needed.

1. # of people _____
2. # of tables for seating _____
3. # of chairs needed _____
4. # of tables for food & gifts _____
5. Other equipment needed _____

Drdak tables are 8' in length & accommodate up to 8 chairs. Bodine tables are 8' in length & accommodate up to 8 chairs.

ROMEOVILLE RECREATION DEPARTMENT --PARTICIPANT AGREEMENT

NOTE: THIS AGREEMENT MUST BE SIGNED BY ALL ADULT PARTICIPANTS AND MUST ALSO BE SIGNED BY A PARENT OR GUARDIAN OF ANY MINOR SEEKING TO PARTICIPATE IN ANY RECREATION DEPARTMENT PROGRAMS OR ACTIVITIES.

WARNING OF RISK

Despite the implementation of all reasonable precautions by the Department, an unavoidable risk of serious injury will always exist when participating in any recreational activity. Not all hazards and dangers can be foreseen. Participants and parents/guardians of minor participants must understand that certain risks and hazards will be inherent to participation in that activity, including but not limited to risks and hazards associated with inclement weather, slip and falls, overexertion and fatigue, disregarding safety rules and instructions, collision with stationary objects or other participants, poor skill level or conditioning, carelessness, horseplay, unsportsmanlike conduct, premises defects, inadequate or defective equipment, inadequate supervision, instruction or officiating. Additionally, participants and parents/guardians of minor participants are further expressly informed that any program or activity involving the presence of or interaction with other persons can carry the risk of the transmission of disease between such persons. Accordingly, the Department hereby informs all participants and parents/guardians of minor participants that it is impossible for the Romeoville Recreation Department to guarantee absolute safety for all program and activity participants, or to guarantee that programs and activities are free from the risk of the transmission of disease.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

I acknowledge and assume the risks of property damage, accidents, injuries (including death), loss of bodily functions, transmission of disease, disabilities, medical disorders, pain and suffering, lost income and medical expenses that arise from participation in any program or activity offered by the Department, and my use of facilities, transportation services, premises and equipment provided by the Department. I further acknowledge that the foregoing risks may arise from my own action or inaction, the actions or inaction of other program or activity participants, the conditions under which a program or activity is conducted, or from the negligent actions or inaction (including any failure to warn) of Department personnel, contractors or service providers. I also acknowledge that from time to time, the Village of Romeoville and/or the Department may take photographs or videos with or without sound of me participating in programs or activities offered by the Department for use and publication and/or broadcast in various publications or media, including but not limited to the Village's website, Facebook account or other social media sites or accounts, live internet video streams, the Village's public access cable channel, Department program brochures or materials, and Village or Department informational, promotional or marketing materials, and I hereby expressly grant to the Village of Romeoville and the Department the right to use and publish and broadcast such photographs and videos as contemplated herein, all without compensation or payment for such use and publication or broadcast. In consideration of being allowed to participate in programs or activities offered by the Department, or to use facilities, transportation services, premises and equipment provided by the Department, I hereby release, waive and discharge the Village of Romeoville and its officers, officials, employees, agents, volunteers and contractors (collectively, the "Releasees") from any and all liability and all claims of any kind whether for personal injury, transmission of disease, property damage or death, arising from participation in any activity or program offered by the Department, arising from my use of facilities, transportation services, premises and equipment provided by the Department, or arising from the use or publication or broadcast by Releasees of photographs or videos of me participating in programs or activities offered by the Department, whether or not caused by the negligence of the Releasees or any of them and further covenant that I shall not sue any of the Releasees with respect to any such liability or claims. In the event that I or anyone else nonetheless makes a claim or files suit against Releasees arising out of any of the above-described matters, I will indemnify and hold Releasees harmless of and from any and all damages or judgments and costs of litigation, including attorney fees. The provisions hereof are to be construed as broadly as possible in favor of Releasees, and this Agreement as a whole shall be governed by the laws of the State of Illinois (without reference to the conflicts of laws rules thereof). If any part of this Agreement shall be ruled invalid by a court having jurisdiction, the balance shall be enforced to the maximum possible extent. I am signing this Agreement freely and voluntarily, having read and understood it and with a full opportunity to consider its substance and with the intention of fully and unconditionally assuming the risks and releasing the liabilities as described above in this Agreement.

STATE HEALTH REQUIREMENT

All renters, parents/guardians, registrants and participants are advised that all Romeoville Recreation Department facilities, rentals, activities and uses are required by the State of Illinois to be used or conducted in accordance with State-issued guidelines, as revised or modified from time to time. All participants will be required to comply with the applicable State guidelines in force at any given time as a condition of their continued attendance at or participation in any Romeoville Recreation Department facility, rental, activity or use. All renters/registered participants of the Romeoville Recreation Department for any rental, facility, activity, use or purpose shall be responsible for being aware and informed of the then-current State and/or Village guidelines related to Romeoville Recreation Department rentals, facilities, activities and uses, and for ensuring that all participants comply with the same.

DATE: _____
(Printed Participant Name) (Participant Signature)

REQUIRED PARENT/GUARDIAN SIGNATURE FOR MINOR PARTICIPANTS

I am the parent or legal guardian and am registering the above listed names to participate in a program or activity offered by the Romeoville Recreation Department. I have read and reviewed this Agreement, and am voluntarily signing it on behalf of my child/ward in my capacity as parent and legal guardian. By signing below, I am agreeing on behalf of my child/ward to be bound along with my child/ward by all terms and conditions of this Agreement as set forth above, including but expressly not limited to those terms and conditions pertaining to the taking of photographs of program and activity participants, the use and publication of such photographs and the release of all claims associated therewith. If registering online, my online signature will be substituted for and have the same legal effect as an original hard copy signature.

DATE: _____
(Printed Parent/Guardian Name) (Parent/Guardian Signature)

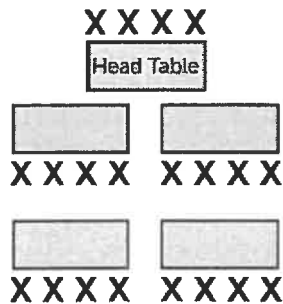
ROMEovILLE FIRE STATION #3
(COMMUNITY ROOMS 1 & 2) 698 N BIRCH
30 PEOPLE MAX (EACH ROOM)

Name: _____ Rental Date: _____

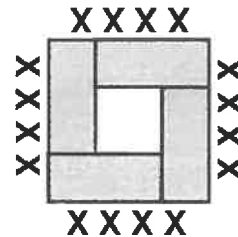


Room Layout: Room will be set up based on your preferred layout style.
 Check from the below options. No food or beverages allowed.

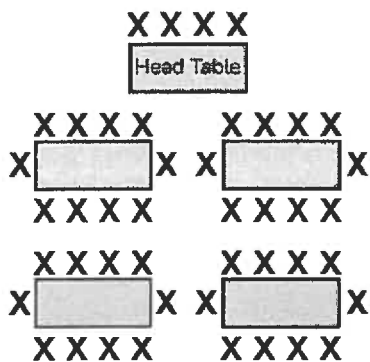
☐ Classroom Style -



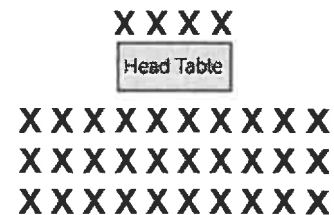
☐ Square Style -



☐ Party with Head Table -



☐ Head Table with Chairs -



Please draw in any additional setup needed.

of people _____ # of tables for seating _____ # of chairs needed _____

Other equipment needed _____

ROMEOVILLE POLICE DEPT. COMMUNITY ROOM
(RM. P104) 1050 W. ROMEO RD. • 40 PEOPLE MAX

Name: _____ Rental Date: _____

*Note: Set up and take down of tables and chairs is the responsibility of the organization.
Room is 20 x 20 in size and comes equipped with 40 chairs and ten 8' tables.
No food or beverages allowed.*

