

Community Room Rental Application

Name: _____ Phone: _____

Address: _____

Rental Date: _____ Rental Hours: _____

Type of Event: _____ Organization (if any): _____

Will alcohol be served? Yes ___ No ___

If YES, alcohol cannot be sold on-site, and tap quantities are not allowed.

Underage drinking is prohibited.

Rental Hours: Monday - Friday 4:00 pm - Midnight
Saturday & Sunday 7:30 am - Midnight

- The seating capacity is **130** people. This is strictly enforced for fire and insurance purposes.
- The renter is responsible for damage caused to the facility's furniture, equipment, and structure during the event. Renters must not nail decorations to the ceiling tiles, walls, or woodwork.
- The renter is responsible for cleaning the room, restrooms, and kitchen, AND returning the furniture to the instructions located on the refrigerator. The room must be cleaned and vacated by midnight of the event.
- Weeknight reservations may be canceled if the Village Board needs an emergency meeting.
- **Key Pick Up/Room Tour/Security Deposit Dropoff:** Mon-Fri 8:00 am to 3:00 pm the week **before** your event. The key card opens the Community Room Entrance door only and is active until midnight.
- The Security deposit will be returned/shredded after the key is returned. The key card must be returned within 2 business days **after** the event. A \$25.00 fee will be applied for lost or unreturned keys.

*I agree to indemnify and save harmless the Village of Harrison, their employees and elected/appointed officials, and their agents from any liability from claims of bodily damage or any other nature whatsoever arising out of the use of the Community Park. I have received a copy of the facility use **Policies and Guidelines** attached to this contract and agree to abide by all the rules and regulations formulated for the use of the building and facilities located in the Village of Harrison.*

Applicant Signature _____ Date _____
(Applicants must be 18 years or older)

The Community Room is not reserved until the completed form and rental fee is received

<p>Office Use:</p> <p>\$150 Security Deposit: Ck# _____</p> <p>\$100 Room Rental Fee: Ck# _____</p> <p>Staff Signature _____</p>	<p>Key:</p> <p>Date Issued: _____</p> <p>Date Returned: _____</p>	<p>Staff Int:</p> <p>_____</p> <p>_____</p> <p>Date _____</p>
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Community Room Policies and Guidelines

Room Capacity is 130 people. This is strictly enforced for fire and insurance purposes.

Room Rental Hours: Monday - Friday 4:00pm-Midnight
 Saturday & Sunday 7:30 am – Midnight

The Community Room may be rented only by Village of Harrison residents, business owners, government offices, veteran groups, and civic organizations.

The community Room is not available for the following activities:

- Weddings/Wedding receptions
- Bachelor/Bachelorette parties
- Funerals/Funeral receptions
- Commercial or retail sales activities or events, rummage sales, craft sales, scrapbooking and hobby or collector shows/sales
- Recurring events (e.g. the first Monday of each month)

Fees:

- The Community Room rental fee is \$100.00 + a separate \$150.00 refundable security deposit.
- The Community Room is free to rent for government offices, veteran groups, and civic organizations during weekdays. Normal rental fees apply for Friday, Saturday, and Sunday events.
- Security deposits are paid at the Village Hall during the room key pick-up before the event.
- The security deposit will be returned if the facility is properly cleaned, there is no damage to the facility's furniture, equipment, or structure, and the key card has been returned.

Reservations: Community Room reservations are first-come, first-served and can be made starting November 15 of the year before the reservation date. If November 15 falls on a day the Village Hall is closed, the earliest reservation shall be the next working day. The Community Room is not available for rent on holiday weekends.

The Community Room is not reserved until the completed reservation form and rental fees are received at the Village Hall.

Keys: The Community Room key must be picked up from the Village Hall **before** the reservation date. There is a \$100.00 fee to have staff unlock the room if the key is not picked up. The key must be returned to the Village Hall within two business days after the event; a 24-hour drop box is available for after-hour returns. An on-call card will be given with the key for emergencies during your rental.

Damage Policy: Renters are responsible for inspecting the facility before use and reporting any issues. If damage occurs during the rental, the cost of repairs—including labor and materials—will be deducted from the security deposit. Any remaining balance will be billed to the renter. Additional charges may apply for damage, cleaning, or other necessary services. Violations of Village Ordinances or rental rules may result in the loss of the security deposit and denial of future reservations.

Security and Liability: Security is the responsibility of the renter. The Village is not responsible for the safety of individuals attending or participating in an event. The Village and its staff shall not be liable for lost, stolen, or damaged property, personal injuries, or other loss at any reserved facility

Cancellation Policy: If a rental is canceled at least 30 days before the scheduled date, a full refund will be issued, minus a \$25 processing fee. Cancellations made less than 30 days before the event are not eligible for a refund.

Weeknight reservations may be canceled if the Village Board needs an emergency meeting.

Cleaning: The renter is responsible for cleaning the room, restrooms, and kitchen, AND returning the furniture to the instructions located on the refrigerator. The room must be cleaned and vacated by midnight of the event. Renters must empty all garbage and recycling bins, place the waste in the designated enclosure, and replace them with clean bags. A \$75 fee will be charged if the garbage and recycling bins are not emptied.

NO SMOKING inside the building.

All Village Ordinances, whether listed here or not, are to be observed. The Village reserves the right to revoke a reservation at any time when there is a violation of a Village Ordinance.

Cleaning Checklist

Complete the following before midnight of your event.

- **Do NOT pour grease/oil/food down any drain, toilet, or urinal.**
- **Let grease/oil cool and harden then place in the garbage.**
- Turn off stove/oven/appliances
- Wipe down tables & chairs
- Wipe down countertops and any appliances used in the kitchen
- Remove your food from the refrigerator
- Return tables & chairs to their original position
- Remove any decorations
- Sweep & vacuum floors; mop up any sticky spills
- Take all garbage & recycling (kitchen, community room, restrooms) to the designated dumpsters located on the north side of the building. Replace all garbage bags.
- Flush toilets in restrooms
- Turn off lights in kitchen, hallway & community room
- Lock the entrance door with the Allen wrench
- Return building keys to the kitchen drawer
- Return key card to the office or in the drop-box within 2 business days

You are responsible for bringing:

- ✓ Dish towels, dish soap, & dish cloths
- ✓ Serving utensils
- ✓ Coffee, cups, creamer, etc.

Keep this copy for future reference