



# Village of Mahomet

## Parks & Recreation

503 E. Main Street - P.O. Box 259 - Mahomet, IL 61853-0259  
Village Administration (217) 586-4456 Fax (217) 586-5696  
Park & Recreation Office (217) 586-6025

## MPRD PAVILION/MULTIPURPOSE ROOM RENTAL AGREEMENT

1. The Facility Usage Request Form and Rental Agreement shall be completed and submitted along with all fees, including a damage deposit, at the time of reservation application. **Make all checks payable to the MPRD.** Please submit a separate check or cash in the amount of \$100 for the damage deposit. NOTE: Writing 1 check to cover rental fees and damage deposit is not acceptable and may delay processing and acceptance of reservation.
2. The Village of Mahomet reserves the right:
  - a.) To approve or deny any reservation application for Pavilion/Multipurpose Room rental;
  - b.) To cancel the reservation application due to an "emergency" Village function; and
  - c.) To revoke any reservation application previously approved, at any time it is determined that the request contained any misrepresentation or false statement(s), or that any condition set forth in the policies governing the request is not being complied with, or that the safety of the participant in the activities of the applicant or their patrons or visitors to the facility is endangered by the continuation of such activity.
3. The Village of Mahomet will not be liable for any facility claims for injury or damages resulting from or arising out of the use of the facility or premise adjacent thereto. The renter agrees to indemnify the Village of Mahomet and hold it harmless against any and all such claims, damages, losses and expenses. If requested by the Village of Mahomet, the renter shall carry insurance against such claims and furnish a certificate of insurance evidencing the same.
4. Resident renters shall reserve the facility no more than six (6) months in advance; non-resident renters shall reserve the facility no more than four (4) months in advance. Exceptions may be made for special circumstances with the approval of the Director, but no more than 1-year in advance (i.e. family reunions, wedding anniversaries, wedding receptions).
5. Renter must be at least 21 years of age and responsible to see that all activities are properly controlled and supervised. Adequate adult chaperons must be provided if group members are less than eighteen years of age. One chaperone for every ten participants under 18 years of age must be provided.
6. Notice of cancellation must be given to the Village of Mahomet at least seven (7) days prior to the scheduled date of reservation (an 80% refund plus the deposit will be issued). Failure to comply will result in forfeiture of any payments made. No refunds for cancellations within 7 days of rental date.
7. If the Barber kitchen or Multipurpose Room is rented, a 4 digit access code will be issued to renter prior to reservation date.
8. Renter is required to display his/her copy of the Facility Usage Permit at the site for the duration of their reservation.
9. The Village of Mahomet will provide no equipment other than the tables/chairs. Renters are responsible for their own set-up. Tables are not to be moved off the premises and renters are responsible for returning them back to their original locations.
10. No admission fees may be charged or concessions sold on premise (unless stated in the agreement approved by the Village of Mahomet Parks & Recreation Director). Such action will result in immediate ejection from the premises and subject to loss of further bookings.
11. Renter may not use the facility as a mailing address.
12. There are no provisions for the renter to store items in the facility. EXCEPTION: Mahomet Lions Club at Barber Pavilion.
13. Pets are prohibited. (exception: approved service animal).
14. Food and non-alcoholic beverages only are allowed on premise. No alcohol is permitted.

15. Renter is responsible for leaving the facility in the same condition it was found. Renter is required to place trash in the containers provided. The Village will determine the cleanliness of the facility at the completion of the rental. Failure to comply will result in loss of deposit. The deposit will be utilized for such damages (this includes the facility left dirty, damage to any equipment or to facility itself). If damages exceed the amount of the deposit, the renter will be billed accordingly.
16. Use of the Pavilion/Multipurpose Room is allowed at times when it has not been scheduled for official Village business or Mahomet Recreation activities. Reservations and usage are scheduled on a first come, first serve basis regardless of resident/non-resident, profit/non-profit status.

## **MULTIPURPOSE ROOM POLICIES**

1. All persons or organizations using a facility must abide by all municipal & state regulations. Any rule violation may result in removal from the facility.
2. Scotch tape, duct tape, thumbtacks, or any other strong adhesive is not allowed on any surface in the facilities.
3. All materials must be cleaned up/removed completely when event ends. Any damage to the space or need for excess cleaning caused by the client will be billed directly to the individual or organization.
4. The use of candles, open flames and smoke/fog machines are not permitted.
5. No decorations, banners, or other materials are permitted to be hung from the ceiling in event spaces.
6. No rice, confetti, glitter or tinsel may be used in or around the facility. Use of these will result in an automatic cleaning fee & loss of damage deposit.
7. Client is not permitted to alter the space in any way – i.e. removing or relocating plants, art, or installations that are fixtures in the space.
8. Event spaces must be left in same condition as they were found – if the room arrangement is altered in any way, the client must return the room to the original configuration at the conclusion of their event.
9. Smoking, e-cigarettes, vape pens, alcohol and illegal drugs are not allowed in the facilities.
10. Furniture should not be moved to positions that are considered a safety hazard (i.e. blocking a fire exit).
11. Groups should not drag furniture across the floor.
12. Tables, chairs & counters must be wiped clean and all trash disposed of in provided receptacles.
13. If additional equipment is being rented from an outside rental company for your event, it is the responsibility of the permit holder to make arrangements to meet the rental company at the facility to accept the deliveries. Facility staff cannot sign for outside rental items and cannot be responsible for them while they are on the premises. Arrangements must also be made by the renting party to have all decorations and rental equipment picked up and removed from the facility during the reservation time. The Village of Mahomet is not responsible for any damage or theft of any items left by the renting party or hired services. Storage is not available before or after your event.
14. For your safety, rental party shall not exceed room capacity limits of 100 people.

## **CONDITIONS OF RENTAL AGREEMENT**

1. The Village may require a cash deposit or an indemnifying bond, with acceptable sureties in the amount determined by the Village to cover any loss, damage, expense, or litigation sustained because of the Renter's activity. Generally, this requirement would be in effect for activities with intense use.
2. The Village may revoke any usage permit previously granted, at any time, if it is determined that the application for permit contained any misrepresentation or false statement, or that any condition set forth in the policies governing the permit requested is not being complied with, or that the safety of the participants in the activities of the applicant or other patron of or visitors to the facility is endangered by the continuation of such activity.
3. The Village will not be liable for any claims for injury or damages resulting from or arising out of the use of the facility or premises adjacent thereto and the renter agrees to indemnify the Village and hold it harmless against any and all such claims, damages, losses and expenses. If requested by the Village the renter shall carry insurance against such claims and furnish the Village with a certificate of insurance evidencing same.
4. Neither drugs nor alcoholic beverages are allowed at the Pavilion/Multipurpose Room, associated parking lots, or within Barber Park property.
5. Smoking is prohibited at any Village of Mahomet Park/Recreation facility.
6. Firearms are prohibited at any Village of Mahomet Park/Recreation facility.
7. The facility will be accessible with a 4 digit access code that will be made available for the duration of their reservation. Reservation groups must vacate the Pavilion/Multipurpose Room at the time designated on the reservation form.
8. Groups are responsible to see that all activities are properly controlled and supervised. Adequate adult chaperones must be provided if group members are less than 18 years of age.
9. Due to space limitations, there are no provisions to store items at the Pavilion/Multipurpose Room.
10. Permit holder agrees to properly dispose of all trash that is a result from their activities.
11. Rental hours are park hours (sunrise to sunset) at Barber Park. Multipurpose room rental hours are 6:00am - 10:00pm.

REVISED: February 20, 2019

# MPRD PAVILION/MULTIPURPOSE ROOM RENTAL AGREEMENT

<i>Please Check Appropriate Boxes</i>	<u>RESIDENT</u>	<u>NON-RES/ FOR PROFIT</u>
<input type="checkbox"/> <b>Barber Pavilion (Covered area)</b>	<input type="checkbox"/> \$15.00 per <u>hour</u>	<input type="checkbox"/> \$30.00 per <u>hour</u>
	<input type="checkbox"/> \$75.00 per <u>day</u>	<input type="checkbox"/> \$150.00 per <u>day</u>
<input type="checkbox"/> <b>Barber Kitchen &amp; Pavilion</b>	<input type="checkbox"/> \$35.00 per <u>hour</u>	<input type="checkbox"/> \$70.00 per <u>hour</u>
	<input type="checkbox"/> \$175.00 per <u>day</u>	<input type="checkbox"/> \$350.00 per <u>day</u>
<input type="checkbox"/> <b>Multipurpose Room</b>	<input type="checkbox"/> \$40.00 per <u>hour</u>	<input type="checkbox"/> \$80.00 per <u>hour</u>
	<input type="checkbox"/> \$300.00 per <u>day</u>	<input type="checkbox"/> \$600.00 per <u>day</u>

\$100.00 damage deposit. Pavilion Reservations available from April 1 – November 1. For 501C3/Non-Profit rates, please contact MPRD @ 217-586-6025.

<b>Name:</b>	
<b>Organization:</b>	
<b>Address:</b>	
<b>City/ State/Zip:</b>	
<b>Day Phone:</b>	<b>Evening Phone:</b>
<b>Email Address:</b>	

Reservation Time: Start: _____ End: _____ Reservation Date: _____ <i>(including setup &amp; teardown)</i>
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Description of facility usage:
Anticipated # of attendees:

\$ \_\_\_\_\_  
Fees

\$ \_\_\_\_\_  
Damage Deposit

The undersigned agreed to use the Village of Mahomet Facility with care. Any damage or loss during the specified rental time and attributed to the above group is the financial responsibility of the undersigned. Damage deposits are returned based on post-rental inspection co-signed by renter and MPRD. Payment must be received at the time of rental request. No refunds for cancellations within seven (7) days of rental date. The undersigned and the above named organization agree to accept and comply with all of the terms, conditions, and requirements set forth on this rental agreement form.

Renter's signature \_\_\_\_\_ Date \_\_\_\_\_

<u>STAFF USE ONLY</u>		
_____ In Calendar	_____ Permit & Code Issued	
Check Payment #: _____	Check Damage Deposit #: _____	Damage Deposit Returned: _____
_____ MPRD Director's Approval Signature	_____ Date	Ledger Acct. #: _____