



Facility Rental Services and Fees Agreement for the Centre of Elgin

100 Symphony Way, Elgin, Illinois 60120

Phone: (847) 931-6123 Fax: (847) 429-7650

This page to be filled out by renter – Please print.

Applicant's Name _____

Organization/Company (if applicable) _____

Address _____ **City** _____ **Zip** _____

Cell Phone _____ **Work Phone** _____ **Fax** _____

Email Address _____

Purpose of Rental

Rental Date Requested: _____ **Day of the Week:** _____

Total Number Attending: _____

How did you hear about us?

- The Centre Website
 Returning Customer
 Attended an event/Centre Member
 Other _____

*See attached page for maximum rooms and occupancies

Room Rented	*Time of Rental	# of Hours	* Hourly Fee	Total Due
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____
* Rental time must include any time needed for set-up and/or post-event clean up				
* See attached page for Rental Fees				
			Security/Damage Deposit Due	\$ _____
_____ Food/Maintenance Service Fee			\$50 Additional Fee	\$ _____
_____ Any outside food and/or drink				
			Total Due	\$ _____

Waiver: In consideration of the City of Elgin permitting me to rent space and to engage in activities relating to the rental of that space for a private function within The Centre of Elgin, I, the undersigned, do knowingly, freely and voluntarily release, remise and discharge the City of Elgin, its officers, agents, representatives and independent contractors from any and all liability claims, causes of action and damages from any personal injury, personal loss or damages, or loss or damages to property to the undersigned caused by, or arising out of, the rental of such space within The Centre. I have been made aware in advance that there may be certain risks associated with the rental of space within The Centre of Elgin and I voluntarily assume those risks in consideration for the ability to rent space and to engage in activities relating to the rental of that space for a private function within The Centre of Elgin.

I have read fully and understand this “Facility Rental, Services and Fees Agreement for The Centre of Elgin” and the accompanying “Terms and Conditions of Facility Rental, Services and Fees Agreement for The Centre of Elgin” governing the rental of the various rooms and areas available for rental at The Centre of Elgin. I further acknowledge that hospitalization, health or accident insurance is not being provided by the City of Elgin as part of this Facility Rental, Services and Fees Agreement and that I have read and fully understand nature of this release.

Signature of Applicant as individual and authorized agent for organization/company listed above, if any. _____ Date _____

For Office Use Only

Method of Payment: Cash Check Visa Mastercard Discover Amount \$ _____

Credit Card Number: _____ - _____ - _____ - _____

Expiration Date: _____ / _____ Authorization Code: _____

Authorized Signature: _____ Date: ____ / ____ / ____

THE CENTRE OF ELGIN RENTAL RATES

A FACILITY OF THE CITY OF ELGIN

Renters must rent for 8 hours to receive a full day rental. Resident fees and rates require an individual, couple or family to have their bona fide and principal residence within the corporate city limits of the City of Elgin.

Gymnasium	Resident	Non-Resident	Not-for-Profit
One Court	\$ 80 per hour	\$ 90 per hour	\$ 70 per hour
Full Fieldhouse	\$ 240 per hour	\$ 270 per hour	\$ 210 per hour
Full Day Rental (3 courts)	\$1,500 per day	\$1,500 per day	\$1,500 per day
Small Gym	\$ 70 per hour	\$ 80 per hour	\$ 60 per hour
Racquetball Courts	\$ 50 per hour	\$ 60 per hour	\$ 40 per hour

The Centre of Elgin Responsibilities:

- 1) Rentals may include a Centre of Elgin Fieldhouse Attendant that will help insure that all aspects of the rental agreement are carried out. They are empowered to restrict the renter's misuse of the facility and to protect City of Elgin property from the renter and their guests due to conduct before, during and after the rental time.
- 2) The Centre of Elgin shall have the facility available on the date and time specified on this agreement.
- 3) The Centre of Elgin shall set-up the room in the layout selected by the renter and take down the room. All room set ups must be finalized 72 hours prior to the event date.

Cancellation and Refund Policy:

The City of Elgin business hours are hereby defined as Monday through Friday, 8:00 a.m. to 5:00 p.m. Refunds will be given for cancellations if the following notice is given to the City of Elgin:

A full refund (minus a \$10.00 service fee) will be given if the renter changes his/her mind within the first four days of signing this agreement.

- | | |
|--|--|
| • Within 4 business days of signing contract | Full Refund (minus \$10 service fee) |
| • After 5 business days until the date of the rental | No Refund of Security Deposit |
| • 20 to 29 business days prior to rental | 50% of Rental Fee refunded - no Security Deposit |
| • 10 to 19 business days prior to rental | 25% of Rental Fee refunded - no Security Deposit |
| • 0 to 9 business days prior to rental | No Refund |

Security Deposit & Payments:

Security Deposit: Is due at the time of the signing of this agreement. The security deposit is 50% of the total rental cost not to exceed more than \$ 500.00 dollars. This deposit is considered your "Damage Deposit" and is not a part of your rental fee. It will be refunded after the conclusion of your rental within 30 business days.

Rental Fee: **Must be paid in full at least 30 days prior to your function date.**

Terms and Conditions of Facility Rental, Services and Fees Agreement for the Centre of Elgin

1. Applications for rental of the facility can be found online.
2. Applications must be made on a rental agreement form provided by the City of Elgin and signed by the adult (at least 21 years of age) assuming responsibility for the group. This person must be present at all times during the rental period.
3. A guaranteed rental reservation will not be made without full payment of security/damage deposit. Full Payment for the event is due 30 days prior to event date.
4. Rental hours must include anytime needed for renters set-up, decorating and clean-up.
5. Each rental group is responsible for the general clean-up of the facility being rented. Clean-up charges will be assessed for the City of Elgin staff completing clean-up left unfinished by renter. No food or drink (except water) is allowed in the Fieldhouse.
6. All children in attendance must remain in the rented rooms with proper supervision. Children are not allowed to remain unsupervised in any area of the building. Sufficient adult (21 years or older) supervision or chaperones must be provided by the renter. City of Elgin staff will not act as chaperones.

7. The Centre of Elgin is a smoke-free environment. Smoking is not permitted in the building at any time or within fifteen (15) feet of the facility.
8. The City of Elgin is not responsible for lost, stolen or damaged personal items or rental equipment.
9. Rental groups shall be financially accountable for any unforeseen expenses incurred by the City of Elgin resulting from misuse or negligence on the part of the rental group and/or guests. Including, but not limited to, damage to landscaping or sprinkler system by guests or contractors. No one will be allowed to drive on paved walkways.
10. The renter and all their guests will comply with the rules, regulations and ordinances of the City of Elgin and the State of Illinois.
11. All renters and their guests are expected to act in an orderly fashion. The renter is financially responsible for any damages occurring to the building, grounds or equipment.
12. Dependent of the type of function using the facility, the City of Elgin reserves the right to hire security personnel and to add these costs onto the rental fee.
13. The City of Elgin provides no medical or health insurance for renters or groups using its facilities. Dependent on the type of the function, the renter may be required to provide a certificate of insurance signifying that they have sufficient insurance coverage.
14. Facility usage will be the time designated on this agreement. The building and/or facility will be opened and closed at the times indicated on this agreement. The City of Elgin clock shall be the official time. Due to maintenance and facility scheduling, all renters exceeding the rental time will be charged “double time” in 30 minute time blocks.
15. If renter’s failure to leave the facility on schedule, or other actions which cause delays or inconvenience to the next rental, the offending renter will automatically forfeit their security deposit(s) in full and may be responsible for damages caused to the other rental.
16. The renter agrees to comply with the intent of the Americans with Disabilities Act and not discriminate in any way against a person with a disability. If an accommodation due to a disability is required, the renter will be responsible for all arrangements, fees and costs required to meet compliance.
17. Nonconformance with these facility usage stipulations will result in cancellation of the usage, even if the rental time has not expired and forfeiture of all fees paid.
18. The renter gives The City of Elgin the right to pursue collection methods for bad checks, additional damages or time used and agrees to pay for such methods.
19. The City of Elgin shall not be liable for damages or its failure to perform due to contingencies beyond its reasonable control, including, but not limited to, fire, storm, earthquake, explosions, public disorder, sabotage, lockouts, labor disputes, labor shortages, strikes, riots, equipment failures, building failures, or acts of God/nature.

Signature of Renter _____ Date _____

Signature of Facility Supervisor _____ Date _____

revised 2/2024