

Addendum to Sterling Township Rental Agreement

Effective Date: July 7, 2020

All portion of the Sterling Township Rental Agreement are in effect as before, with the exception of the following:

1. Only groups of 50 people or less will be allowed to rent at Sterling Township Center for Youth at this time.
2. Masks are optional during rentals, however, they should be worn if you suspect or have been in contact with any guest that is ill or who has shown or is showing any symptoms of Covid-19/Corona Virus. Your guest will not be allowed to attend the event.
3. When making appointments for rentals, all communication should be handled by phone and by scheduling an appointment. Contracts may be picked up at the front door, or a contract can be mailed, emailed, or faxed to you. The rental facility may be viewed by slideshow online at www.sterlingtownship.com.

All of the above is in response to a directive from the Department of Commerce and Economic Opportunity and the Office of Community Assistance, and consistent with the Statewide and Federal efforts to slow the spread of Covid-19/Corona Virus.

Room Rental Reservation Agreement

Sterling Township Center for Youth

312 East 4th Street, Sterling, IL 61081 815.716.8665

Room Rental Rates and Fees:

(We rent to Non-Profit Organizations and to the General Public for Non-Profit Events)

Capacity-Main Level-250 (with seating available for 100)

Lower Level-50 Lower level has a game room with full kitchen

(Lower Level is not accessible)

Hourly Rate-one level- \$35 for one hour, \$60 for 3 hours, \$120 up to 6 hours, \$160 for full day

Both Level Rate-(minimum rental of 3 hours) 3 hours for \$120 and full day for \$200

Refundable Deposit-\$150 paid by check or money order. \$25 return check fee per check.

(make checks payable to Sterling Township)

Marquee-\$15 additional fee, you may choose for us to put information about your event on the marquee outside of the building.

Hours-Monday-Saturday 8:30a.m.-12midnight, closed on Sunday's

We are closed on Legal Holidays and the weekends following Thanksgiving and Christmas.

Date of Event: _____ Event time: _____ to _____ Number of Guests: _____

Contact Person for Arrangements/Payment: _____

Address: _____

Phone: _____ Email: _____

Level/Levels of use(main, lower, or both): _____ Marquee: _____

Referred by: _____

Total Rental Fee Due: _____ Rental Fee Paid/Date: _____

Total Deposit Fee Due: _____ Deposit Fee Paid/Date _____

Center for Youth Staff Signature: _____ Date: _____

- **The room will be confirmed as a reservation when deposit payment of \$150 is collected. Payment are by check or money order only. Make checks/money orders payable to Sterling Township. There will need to be 2 checks/money orders made out. One for the deposit and one for the rental.**
- **YOU MUST PAY YOUR DEPOSIT AND RETURN YOUR COMPLETED AGREEMENT BEFORE SECURING THE DATE OF YOUR EVENT.**
- Deposit will be returned by mail after 3 business days following your event if no damage occurs. And if cleaned up properly.
- Cancellation must be made **72 hours prior** to the scheduled event or deposit will be forfeited.
- **Absolutely No Alcohol or Firearms are permitted in the building or on the premises or deposit will be forfeited.**
- No Smoking is permitted in the building, only outside at the required 15 feet distance away from the entrances set by State of IL.
- No thumbtacks or nails are to be used in the walls, or altering the building in any way.
- If use of other rooms/level occurs without prior payment, you will be charged additional fees that will be subtracted from your deposit.
- **You may set up the day of your event up to 1.5 hours before your rental for set-up and up to 1.5 hours after your event for clean up.**
- The building will close nightly Monday-Saturday at 12midnight. We are closed on Sunday's
- Any rental period going over 1 hour past the scheduled rental time will be charged \$35 per hour, per level, more.
- All rentals will be asked to complete the Rental Checklist and make sure to leave the building in the same condition upon arrival or you will be charged a \$50 custodial fee.
- Please view the room and make preparations before your scheduled event. Rental Personnel will only be available during office hours or by appointment by calling Sindy Sotelo at 815.716.8665.
- **NOTE:VIDEOTAPING IS USED AT ALL TIMES IN THE FACILITY FOR SECURITY PURPOSES.**

***I AGREE TO THE ROOM RENTAL TERMS ABOVE AND I AM THE PERSON LEGALLY RESPONSIBLE FOR THIS RENTAL:**

Signature _____ **Date** _____

*****OFFICE USE*****

Cancellation Date: _____ Person calling: _____

Room Rental Fee Returned to: _____

Staff Signature: _____ Date: _____

Deposit Submission and Custodial Fee
Acceptance Form

When renting at Center for Youth, 312 East 4th St. Sterling, IL 61081, you will be responsible for setting up your rental, cleaning up, and abiding by the **“Rental Checklist”** (provided in the agreement) when your event is finished. Leaving the facility in the condition of entrance.

A deposit of \$150 for all rentals will be made by check or money order, separate from the other fees at the time of reservation. **Please make checks/money orders payable to Sterling Township.** If no damage occurs and the building is in the condition of entrance, your deposit will be refunded. The check/money order will be mailed back to you, after 3 business days following your event. (During the Holidays, the time could be greater) **However, if you do not leave the building in the condition of entrance, you will be charged a \$50 custodial fee. If damages may occur, you will be charged accordingly, that will be subtracted from your deposit.**

A key to enter the building can be picked up at the Sterling Township Center for Youth, 312 East 4th St. Sterling, IL 61081, a few days prior to your event. We ask that you please make sure that the front door is locked when you leave, and **leave the key in the mailbox after your event.** In the event the key is lost, you will be charged a \$15 fee before your deposit can be returned.

If any fees are being charged, we will contact you prior to cashing your deposit check and you will receive the remainder (after fees) of your deposit.

I ACCEPT THE ABOVE TERMS AND AGREE TO ABIDE BY THEM AS STATED:

Renters Signature _____ **Date** _____

Staff Member _____ **Date** _____

Indemnification Agreement

This Indemnification Agreement made and entered into this ____ day of _____, 20____ by and between Sterling Township, a municipal corporation of the State of Illinois, (hereinafter Township)

And (your organization)_____ I (your name)_____ Individually and as the Agent representing (your organization)_____, do hereby agree to indemnify and hold harmless Sterling Township, it's elected officials, Agents, and employees from and against any and all loss, damages, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with the occupancy or use of said premises by (your organization)_____ during the occupancy or use of the Sterling Township Center for Youth, located at 312 East 4th st. Sterling, IL 61081. On this date of _____, 20____. Such obligations to indemnify and hold harmless shall continue notwithstanding any negligence or comparative negligence on the part of the Township relating to such loss or damage except for loss or damage arising from sole negligence or willful misconduct or gross negligence of the Township in connection with such claim, suit, action, cause of action, including investigation thereof, the defense of any action or proceeding brought thereon. Reasonable attorney's fees and other judgement or decree which may be entered in any such action or proceeding or as a result thereof. These provisions shall survive the expiration or earlier terminations of the use of the premises. Nothing in this agreement shall be construed to affect in any way the Townships' rights, privileges, and immunities as set forth in Illinois Statutes and or the Constitution of the State of Illinois.

Print
Name _____ Signature _____ Date _____

Title _____ Phone Number _____

Address _____

City _____ State _____ Zip Code _____

Staff Signature _____ **Date** _____

Sterling Township Center for Youth Fee Structure

Hourly Rate: (one level) **\$35**

3 Hour Rate: (one level) **\$60**

6 Hour Rate: (one level) **\$120**

Full Day: (one level) **\$160**

Rate for Both Levels: (minimum of 3 hours) **\$120** for 3 hours and **\$200** for full day

Custodial Fee: if you do not leave the building in condition of entrance and complete the "Rental Checklist" provided. You will be charged a **\$50 CUSTODIAL FEE.**

Returned Check Fee: **\$25** per check

Lost Key Fee: **\$15** per key

Refundable Deposit: **\$150** paid by check/money order (make checks payable to Sterling Township) if any damage would occur, we will deduct accordingly from the deposit check. You will be notified prior to doing so.

Marquee: **\$15** you may put information pertaining to your event on our marquee, prior to your rental.

OUR POLICY IS "NO CASH ACCEPTED, CHECKS OR MONEY ORDERS ONLY"

Sterling Township Center for Youth Rental Checklist

***FAILURE TO COMPLETE "CHECKLIST" WILL RESULT IN A \$50 FEE
DEDUCTED FROM YOUR DEPOSIT**

_____ **Tables put away, back on their racks**

_____ **Chairs put away correctly, on their racks and put back in hallway.
(22 chairs per rack)**

_____ **Floors swept, mopped, and vacuumed if necessary**

_____ **Garbage cans emptied and bags put in the dumpster located outside of the
kitchen's backdoor. New bags are provided to fill garbage cans.**

_____ **Return game supplies back and where they belong**

_____ **Any Dishes/Coffee Pot/Cookers that were used, are to be washed and put away
as they were found**

_____ **Place dirty Tablecloths in hamper provided**

_____ **Air Conditioner/Heat turned to 70-73**

_____ **Make sure all lights, stove, cookers, sound system, etc....are turned OFF**

_____ **Leave front door key in the mailbox, outside the door at the bottom of the stairs**

***WE ASK THAT YOU PLEASE LEAVE THE FACILITY IN THE CONDITION OF
ENTRANCE AND THE "RENTAL CHECKLIST" COMPLETED***