



**COMMUNITY BUILDING
EST. 1929**

ROOM RENTAL FORM

Renters Name: _____

Renters Address: _____
(Must be SG Township Resident. Deposit Check must show address.)

Renters Phone #: _____

Date of Event: _____ **Type of Event:** _____
(Birthday, Bridal Shower, Baby Shower, etc.)

Rental Times: _____
Hours open are between 8 am and 8 pm. Open Close

Rooms Renting: ☐ Dining Room ☐ Gym ☐ Parlor

Rental Fee: \$ _____ **Deposit:** \$ _____ **Total Check:** \$ _____

Hours of operation are 8am until 8pm. Rentals are 4 hours long, with an hour for set-up and an hour for clean-up. You can add an hour and half to a room rental for a 25% fee. **ALL PAYMENTS MUST BE MADE BY CHECK, WITH THE SGT address on the check.**

Cancellation Policy: Cancellations 14 (fourteen) days or more days prior to the event will receive a refund of all fees, less a \$25 cancellation fee. Cancellations less than 14 (fourteen) days prior to the event will receive a refund of all fees, less a \$50 cancellation fee.

Kitchen Use: Use of the kitchen is not allowed to renters. You can use the refrigerator or freezer, along with the microwave. **NO OVEN OR RANGE USE ALLOWED.** Oven and Range are only for use by special permit for Township/Village Special Events (Holiday in the Grove, Breakfast with Santa, etc).

Facility Rules:

I understand and agree to the Township of Sugar Grove Community Building Rental Use Agreement and the User Clean-up and Checkout Deposit Penalty forms. I also understand as the renter of this facility, I am responsible for the use and clean-up of this facility and will replace any damaged, destroyed, lost or stolen equipment. I will be liable for any claim or injury sustained by any person who is at the facility during my event.

Print Name

Sign Name

Date

Township of Sugar Grove Community Building Rental Use Agreement

This Rental Use Agreement is made between the Township of Sugar Grove Community Building, Illinois (referred to as "The Township", 141 S. Main Street, P.O. Box 216, Sugar Grove, IL 60554, and _____

(Building User),

(Address).

1. The Township owns and operates a building located at 141 S. Main Street, Sugar Grove, Illinois. That building is referred to in this Rental Use Agreement as "The Sugar Grove Community Building". That building, along with its related facilities, and the building's surrounding land and parking lot, are collectively referred to in this Rental Use Agreement as "the Premises". The Community Building User desires to use, for private purposes, a room or rooms in the Sugar Grove Township Community Building, along with related facilities, and the building's surrounding land and parking lot, on a date and at certain times, all as indicated in this Rental Contract submitted by Community Building User to the Township along with their deposit and rent.
2. In consideration of the use of the applicable portions of the Premises by community Building User, Community Building User agrees to pay the Township such use fees, insurance premiums, security deposits, and other sums as may be required by the Township according to the Township's fee, deposit and related schedules as in effect from time to time. In addition, Community Building User agrees to comply with all of the Township's policies and procedures with respect to the use of the Premises as in effect from time to time.
3. Community Building User agrees to be fully responsible for all damage to the entire Premises resulting from the use of the applicable portions of the Premises pursuant to this Rental Use Agreement, including both damages caused by Community Building User and by any third party. In the event of any such damage, Community Building User understands and agrees that the Township, in its sole discretion, may apply any portion or all of the community Buildings User's security deposit to repair such damage. To the extent that such security deposit is insufficient to cover all of the damage³, then Community Building User shall reimburse the Township in full within five (5) business days of the Township's demand for such reimbursement.
4. Community Building User agrees to pay for, and to protect, indemnify and save harmless the Township and all trustees, directors, officers, employees and other agents of the Township, from and against any and all liabilities, losses, damages, costs, expenses (including all attorneys' fee and expense), causes of action, suits, claims, demands or judgements of any nature whatsoever arising from (a) any injury to, or the death of, any person, connected with the use, non-use, condition, or occupation of the Premises or any part thereof under this Rental Use Agreement, (b) any damage to any property (the Township's, Community Building User's, or and third party's) in or at the Premises, connected with the use, non-use, condition, or occupation of the Premises or any part thereof under this Rental Use Agreement, and (c) any violation of any term or provision of this Use Agreement.

5. The terms and provisions of this Rental Use Agreement shall apply to events occurring prior to and after the dates and times of use indicated on Community Buildings User's Community Building Rental Use Agreement submitted by Community Building User to the Township along with any other paperwork required for their rental.
6. Community Building User shall pay all costs, expenses and attorney's fees that may be incurred or paid by the Township in enforcing the terms and provisions of this Rental Use Agreement.
7. In the event that Community Building User will be using the gym, then, upon the request of the Township, prior to allowing any particular individual to enter into the gym for participation in athletic or any other activities taking place in the gym, Community Building User will require each such individual to print and sign his or her own name, along with a phone number or email address on a Hold Harmless Agreement form or other form provided to the Community Building User by the Township. In the event that any such individual entering the gym is under the age of 18 years, then Community Building User shall require a parent or legal guardian to complete the Hold Harmless Agreement or other form, and to sign the form, on behalf of the minor individual. Community Buildings User's failure to complete with this provision shall constitute a default under this Use Agreement, and Community Building User shall forfeit the entire security deposit.
8. In the event that Community Building User will be hosting a "Special Event" of any kind at the Premises, then Community Building User shall be required to provide the Township at Community Building User's expense with "Special Event" insurance, to be provided by an insurance company approved by the Township in its sole and absolute discretion, and containing such terms, provisions, and protections as the Township requires in its sole and absolute discretion. Entrance to any part of the Premises by Community Building User or others pursuant to this Rental Use Agreement.
9. If request to do so by the Township, Community Building User, prior to entering any part of the Premises, shall provide the township with a Certificate of Insurance (COI) issued by Community Building User's insurance carrier naming the Township as an additional insured for the period of the time the Community Building User's use of the Premises. This certificate of insurance must be acceptable to the Township and its insurance and other agents in the Townships' sole and absolute discretion.

The Parties have signed this Rental Use Agreement effective as of the last day and year below.

Print Name of Community Building User

Signature of Community Building User

Date

Township of Sugar Gove, Illinois

By: _____

Date

Township of Sugar Grove Community Building Hold Harmless Agreement *All Users*

The Sugar Grove Township and _____ (Community Building Renter) hereinafter referred to as "**Community Building User**," have on this _____ day of _____ entered into the following agreement to declare the respective liabilities and obligations of each party as such pertains to the use of the Township of Sugar Grove Community Building and its facilities.

In consideration of the grant of use of the above-described Community Building, the payment of any rent prescribed, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree as follows:

1. That the **Community Building User** desires to use, for private purposes, the Community Building and specifically some of its designated rooms/amenities and other facilities on the following date: _____
2. This Hold Harmless Agreement shall remain in effect and be binding upon the parties unless and until amended or terminated in writing and in no way shall the term or effectiveness of the Hold Harmless Agreement be affected by the period of time during which said park shall be used.
3. **Community Building User** agrees to defend, indemnify and hold Sugar Grove Township, its officials, agents, servants and employees, harmless from the payment of any sum or sums of money to any person, firm or corporation on account of any claim, suit, damage, injury, whether to persons or property, arising out of or in any way attributable to the use of the above-described Community Building. Indemnification provided shall include any expenses, including reasonable attorney's fees and costs, which the Sugar Grove Township, its officials, agents, servants or employees may incur as a result of any such claim. In the event of any such claim, **Community Building User** agrees to immediately retain counsel to provide such defense on behalf of the Sugar Grove Township, its officials, agents, servants or employees, and the Sugar Grove Township shall have the right to approve the selection of counsel, which approval shall not be unreasonably withheld.
4. **Community Building User** agrees to pay the costs, including reasonable attorney fees incurred in any action to enforce the terms of this agreement.
5. For purposes of the agreement, **Community Building User** shall be defined as the undersigned individually, as well as any person or entity with whom a contract, oral or written, for the use of the Community Building, has been entered into with the Township of Sugar Grove Community Building.

The parties have signed this agreement this _____ day of _____ 20 ____.

Printed name of Community Building User

Printed name of Township of Sugar Grove
Community Building Agent

Signature of Community Building User

Signature of Township of Sugar Grove
Community Building Agent

Please return the Community Building Rental Use Agreement, the Hold Harmless Agreement, the Clean-up/Checkout paperwork and any other pertinent paperwork to the Building Scheduler.

Sugar Grove Township Community Building User Clean-up and Checkout Deposit Penalty

1. In addition to your deposit not being returned to you for damages you make to the building, it also may not be returned if you do not clean up after your event at the time established as the end of your rental.
2. You may be charged \$100 per hour for additional cleaning that you fail to do. This will be taken out of your deposit. If the cost of cleaning exceeds your deposit, you will be billed for the exceeding amount.
3. Renters are expected to return the building to its previous condition. Bathroom guidelines are expected to be followed by each user, including HOA meetings, scouts, gym users, etc.
4. Renter agrees to make sure garbage cans are emptied into dumpster in wood enclosure in parking lot.
5. Renter agrees to replace liners in the garbage cans. Liners are located in the kitchen island.
6. Renter agrees to **not** put any food down the sink. There is no disposal and it will back up.
7. Failing to clean and deciding that you'd rather pay \$100 per hour for the staff to clean up after your event may result in you being prohibited from using our facility again.
8. Alcoholic beverages are prohibited.
9. Renter agrees to not put anything on walls or floors or ceilings, which includes but is not limited to, tape, pins, staples, tacks, nails or any adhesive.
10. Renter agrees not to use paint, glitter or confetti as part of decorations.
11. Renter agrees to not move ceiling tiles.
12. Renter agrees to not use fireplace.
13. Renter agrees not to bring in or use any bouncy houses.
14. Renters agrees to make sure their guests do not misuse the toilets or sinks and are responsible for all costs should toilets or sinks back up due to their guests' misuse.
15. No congregating in the halls and no unsupervised children (under 18) in the building.
16. If you have any further questions or concerns, please call (630) 777-7961.
17. Once you have read and agreed to the **User Clean-up Guidelines**, please sign and date:

(Community Building User)

Date



RENTAL RELEASE AND WAIVER REGARDING COVID-19

Use of the Sugar Grove Township Community Building property is at-will and people assume any risk related to their use of the property. The Sugar Grove Township Community Building (SGTCB) shall not be held responsible for any injury, sickness or loss of property suffered by any individual while renting, playing, practicing, or engaging in any activity at the SGTCB. The Lessee acknowledges the ongoing COVID-19 virus pandemic and acknowledges the potential adverse health effects of contracting the COVID-19 virus. The Lessee agrees, acknowledges, and understands that the Sugar Grove Township Community Building makes no representations or warranties concerning the effectiveness of their cleaning with regard to the COVID-19 virus or that the facilities are free of the COVID-19 virus.

The Sugar Grove Township Community Building respectfully makes the reasonable expectation/ask that the Lessee be aware of the guidelines set forth by the state and federal laws applying to the COVID-19. Therefore, the Sugar Grove Township Community Building respectfully makes the reasonable expectation/ask the Lessee to acknowledge that it is their responsibility to comply with state/federal law guidelines and that the Sugar Grove Township Community Building shall not be responsible for anyone contracting COVID-19.

UNDER NO CIRCUMSTANCES SHALL THE SUGAR GROVE TOWNSHIP COMMUNITY BUILDING, ITS BOARD OF MANAGERS, EMPLOYEES OR VOLUNTEERS BE LIABLE TO LESSEE, APPLICANT, OR ANY VISITORS, INVITEES, OR OTHER INDIVIDUALS FOR ANY INJURIES OR DAMAGES INCLUDING BUT NOT LIMITED TO DIRECT, INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, PUNITIVE, EXEMPLARY OR ANY OTHER DAMAGES OF ANY KIND RELATING TO THE COVID-19 VIRUS. LESSEE HEREBY AGREES TO INDEMNIFY THE SUGAR GROVE TOWNSHIP COMMUNITY BUILDING AND ITS BOARD OF MANAGERS, EMPLOYEES AND VOLUNTEERS AND SAVE THEM HARMLESS FROM ANY LOSS, DAMAGE, OR EXPENSE OF ANY KIND ARISING FROM OR ALLEGEDLY ARISING FROM ANY CLAIM, DEMAND OR LAWSUIT, OR OTHER LEGAL PROCEEDING, FROM ANY PARTICIPANT USE OF THE FACILITY AND THE COVID-19 VIRUS.

Lessee:

Signed (Written Signature)

Print (Printed Signature)

Date:

Township of Sugar Grove Community Building

Sign-in Sheet & Participant Liability Waiver/ Hold Harmless Agreement

✱ Gym-specific Usage ✱

Please read this form carefully and be aware that by attending you will be waiving your rights to all claims for injuries you (or your child) might sustain arising out any activities within the Township of Sugar Grove Community Building and you will be required to indemnify, hold harmless and defend Sugar Grove Township for any claims arising out of participation in athletic and any other activities taking place in the gym as well as the rest of the Township of Sugar Grove Community Building property.

Township of Sugar Grove Community Building

Date:

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Risk of Injury: "As a participant in the program, or as a parent or legal guardian of a participant under 18 years of age, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of injuries, including death, damages, or loss which I may sustain as a result of participating in any and all activities associated with this program."

Waiver of Injury Claims: "I agree to waive and relinquish any and all claims I may have arising out of, connected with, or in any way associated with the activities of the program."

Release from Liability: "I do hereby fully release and discharge the Sugar Grove Township and its officers, agents, and employees from any and all claims from injuries, including death, damages, and losses sustained by me or my minor child/ward and arising out of, connected with, or in any way associated with the activities of the program."

Indemnity and Defense: "I further agree to indemnify, hold harmless, and defend the Sugar Grove Township and its officers, agents, and employees from any and all claims from injuries, including death, damages, and losses sustained by me or my minor child/ward and arising out of, connected with, or in any way associated with the activities of the program."

Emergency: In the event of any emergency, I authorize the public entity to secure from any licensed hospital, physician, and/or medical personnel any treatment deemed reasonable and necessary for me or my minor child's immediate care and agree that I will be responsible for payment of any and all medical services rendered.

I have read and fully understand and agree to the above stated conditions of participation in the above program.

NAME	SIGNATURE (User/Legal Guardian)	PHONE # OR E-MAIL
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____