



villageofhazelcrest.com

# Village of Hazel Crest Terms of Rental

Community & Business Relations  
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## Request of Meeting Room

*A valid driver's license with matching address must be provided to rent Hazel Crest facilities.  
You must be 21 to rent any facility. Person renting must be at the rental event from start to finish.*

**Rental Hours: Monday thru Friday 9:00am - 8:00pm, Saturday noon - 8:00pm, Sunday noon - 6:00pm  
Room Size: 31'X24' Capacity: 49ppl w/Tables&Chairs; 106ppl w/Chairs only; 148ppl Standing Room only**

1. A staff member will open the door at the **entry time** of your rental. Your approved rental time **must include setup and cleanup time**. An additional \$150 fee will be charged if a staff member is called in early or if you stay past your contract time. If additional staff is needed at any time during your rental or if the police/fire are called, you will lose your security deposit and pay additional money, if required.
2. **A cash security deposit is required. All rental fees must be paid in full no less than 30 days prior to the date of rental.** If all fees are not paid within 15 days of rental, the Village of Hazel Crest, hereinafter "the Village," will cancel your rental. All fees paid prior to cancellation are non-refundable. If rental is booked with less than one (1) month notice, all fees must be paid in cash at time of application. *Village staff will notify you if your security deposit will be returned and will arrange for you to pick up the week after your rental. We will not mail security deposits.*
3. The rental is for the smaller room known as the Meeting Room and the bathrooms ONLY. Kitchen, offices and other rooms are off limits unless additional fees are paid, and arrangements are made with the Village. The Village will supply tables and folding chairs. The renter is responsible to set up and take down tables and chairs unless directed otherwise by staff. No furnishings shall be removed from facilities.
4. The security deposit is non-transferable and non-refundable in the case of cancellation (without 72 hours written notification) or if the building is not returned to the pre-rental condition.
5. Alcohol is NOT allowed – inside nor outside the building and doing so will forfeit your deposit and our staff will contact the police. Smoking is NOT permitted inside the building or within 15 feet of the door per Illinois law.
6. The renter assumes all risk of loss, damage or injury to persons or property. The Village is thus released from all claims for such loss, damage or injury sustained while using the facility. All users of Village facilities assume the responsibility to leave said property in its original state.
7. When decorating, NO tape on walls (it chips paint). All decorations, including tape on windows & outside doors, must be removed. Furnishings must be returned to proper places and all garbage, INCLUDING BATHROOM, must be removed from the facility and placed in the outside dumpster provided by the Village. **All items on the cleaning checklist must be complete or you automatically forfeit your deposit.** The Village will assess additional cleaning fees if facility is not left in original condition.
8. The Village may require the use of an approved Security Officer(s). The cost of such officers will be borne by the rental group on a per hour, per officer basis. Security Officer's fee is to be paid directly to the officer.
9. The renter is personally in charge and responsible for the conduct of all persons in attendance. The renter and/or his/her organization will be held financially liable for any resulting damage to Village facilities and/or property. The Village is not responsible for items left in the building.
10. Rental for youth activities/events require one adult (age 21 years and older) for every 15 minors (younger than 18 years of age).
11. Reservations are done at the discretion of the Village of Hazel Crest. The Village reserves the right to cancel any reservation, as necessary, due to unforeseen circumstances (i.e. building or weather-related emergency). In the event of a scheduling conflict, village related events/programs will prevail in this order: 1) Village board and staff meetings, 2) Village initiated, including commission meetings, 3) Other agencies of government, 4) Non-profit community groups and organizations whose aims are for educational, cultural or civic purposes.

**Waiver, Release of All Claims and Hold Harmless Agreement for The Village of Hazel Crest:**

As a renter, I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk of any injuries, including death, damages or loss which I may sustain as a result of participating, in any manner, in any/all activities connected with or associated with such program.

I recognize and acknowledge that all athletic activities involving strenuous exertion or potential body contact are hazardous recreational activities and involve substantial risks of injury.

I agree to waive and relinquish any and all claims I may have as a result of participating in a rental against the Village of Hazel Crest, any and all other participating or cooperating governmental units, any and all independent contractors, officers, agents, servants and employees of the governmental bodies and independents contractors, and any and all other persons and entities (hereafter referred to as "released parties") that might be directly or indirectly liable for any injuries, including death, damages and losses sustained by anyone, and arising out of connected with or in any way associated with my conduct and the activities of the program, that I might sustain while participating with the rental.

I further understand and agree that the terms such as "participation," "program" and "activities," referred to in this agreement, include all exercises and physical movements of any nature while I am in/on Village property, and further include the provision of or failure to provide proper instructions or supervision, the use and adjustment of any and all machinery, equipment and apparatus, and anything related to my use of the services, facilities or premises involved with the rental. I agree with all conditions listed on the rental contract.

I agree that the event may be photographed and videotaped for publicity used by the Village of Hazel Crest. I understand the nature of the rental and rules listed for which I am registering and have read and fully understand this Waiver, Release of All Claims and Hold Harmless Agreement listed here. I also agree to the policy and terms of the Village of Hazel Crest as listed in this contract. I have read, fully understand, and agree to abide by the rules, regulations, and restrictions governing the use of these facilities as listed on this form and agree to be responsible for any damage to village property and for the strict observance of rules and regulations of the Village of Hazel Crest.

Requested Date \_\_\_\_\_ Activity/Event Type \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_