



villageofhazelcrest.com

Village of Hazel Crest Terms of Rental

Community & Business Relations
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Request of Training Room

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

**Rental Hours: Mondays-Fridays 8:30am-10:00pm;
Saturdays 10:00am- 11:00pm; Sundays noon-5:00pm
Room: classroom seating for 32ppl with 86inch Smart Board**

1. A staffer will open the door at the **entry time** of your rental. Your approved rental time **must include setup and cleanup**. Renter & guests *MUST VACATE NO LATER THAN* the specified time. If additional staff is needed at any time during your rental or if police are called, you will lose the security deposit and pay additional fees, if needed.
2. **A cash security deposit is required to book rental space. All fees must be paid in full no less than 30 days prior to date of rental.** Request for residency rates require proof of residency. If all fees are not paid within 30 days of rental, the Village of Hazel Crest, hereinafter "the Village," will cancel your rental and fees paid prior to cancellation are non-refundable. If rental is booked with less than one month notice, all fees must be paid (by cash/credit card) at time of application. *Staff will notify you within two weeks after your rental if your security deposit will be returned and arrange for you to pick up the refund check. Security deposits are not mailed.*
3. The security deposit is non-transferable and non-refundable in the case of cancellation (without 72 hours or three business day written notification) or if the facility is not returned to the pre-rental condition.
4. The rental is for the training room and bathrooms. Kitchen, offices and other rooms are off limits unless additional fees are paid, and prior arrangements are made with the Village. No furnishings shall be removed from the facility.
5. Use of kitchen requires contracting with one of our approved licensed caterers. Kitchen is *only* for warming & prep. All kitchen counters/sink must be properly cleaned; dirty dishes/utensils & catering equipment must not be left. All catering & rental equipment must be removed immediately following your event.
6. The Village does not provide audio/visual equipment, nor copies (Xerox/printer), nor dishes/glasses/cutlery/utensils.
7. Alcohol is NOT allowed. Doing so will forfeit your deposit and our staff will contact the police.
8. Smoking is NOT permitted inside the building or within 15 feet of the door per Illinois law.
9. 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.
10. NO tape/tacks/nails on walls/doors. NO use of candles/confetti/glitter/glue/hot glue guns/wax. All decorations, including balloons, must be removed. Furnishings must be returned to proper places and all garbage, must be bagged for disposal.
11. **All items on the cleaning checklist must be completed or automatically forfeit your deposit.** A facility inspection sheet must be completed by the applicant after the rental to receive entire security deposit. The Village will assess cleaning fees if facility is not left in original condition.
12. The Village may require the use of approved security. The cost of such security officers will be borne by the renter on a per hour, per officer basis. Security officer fees must be paid directly to the officer(s).
13. The renter is personally in charge and responsible for the conduct of all persons in attendance. The renter and/or guests 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.
14. Rental for youth activities/events require one adult (age 21+ years) for every 15 minors (age 18 and younger).
15. 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 this facility 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 Rental Date _____ Activity/Event Type _____

Signature _____ Date _____