



CHUCK FRANCIS MEMORIAL RIVERSIDE COMMUNITY CENTER

RENTAL POLICY

Reservations are to be contracted by the individual who whereby accepts full responsibility. No reservation can be made without a \$100.00 damage deposit. Damage deposit will be held by the City Clerk until inspection of the premises and equipment is complete.

The assembly room occupant load is 80 people. Use of the hall prior to the date of reservation is based Upon approval by the City Clerk. The park closes at 10:00 p.m. and all outdoor activities must cease at that time.

If you cancel your reservation less than 30 days in advance, there will be a \$20.00 fee. If you cancel within 7-days in advance, there will be a fee of \$50.00.

The rental does not include rental of the volleyball courts, horseshoe pits, tennis courts, etc. but they are available for use on a first come basis with other persons using the park.

The key shall be picked up at City Hall during regular business hours (8:00 a.m. to 4:30 p.m.) Monday - Friday except for holidays. The key shall be returned to City Hall the following work day during regular office hours. At the time the key is returned, the damage deposit will be returned granted the clean up requirements were completed. **(NOTE: Keys not picked up during regular office hours, which require a staff person to return to check the rent records and issue the key will result in \$25.00 being deducted from the damage deposit.)**

The renter may be allowed to bring alcohol into the building however, a certificate of insurance naming the City of Rockford as additional insured in the amount of \$500,000 must be submitted prior to obtaining the keys for the building (see attached ordinance.) The renter also agrees to indemnify and hold harmless the City of Rockford from any and all claims, demands, costs, damages, losses, action and causes of action or judgments.

The damage deposit of \$100.00 is due at the time the reservation date is made. Rental fee is due fourteen (14) days prior to the rental date.

		Sales Tax		Sales Tax
Fees:	Non-resident:	\$170.00	+11.69=\$181.69	Resident: \$128.00+ \$8.80=\$136.80
Non-profit:	\$40.00	Gazebo Rental:	\$55.00+\$3.78=\$58.78	

I have read and received a copy of the damage deposit requirements. I understand that I will forfeit my damage deposit and be charged the service fee(s) if I do not comply with the cleaning regulations as listed on the back of this form.

Renters Name: _____

_____ Reservation Date

Address: _____

_____ Deposit Paid/Date Staff Initial

_____ Renter's Signature/Phone Number

_____ Fee Paid/Date Staff Initial

I will be serving alcohol at the building ____ YES ____ NO

The insurance certificate was submitted _____
staff initial