

# Community Room Rental Agreement

Date of meeting/event:

\_\_\_\_\_

Time requested:

FROM \_\_\_\_\_ TO \_\_\_\_\_

Name of the group:

\_\_\_\_\_

Name of the Person Requesting the room:

\_\_\_\_\_

## \$250 COMMUNITY ROOM DEPOSIT REQUIRED AT THE TIME OF BOOKING

**Non-Profit/Govt.:** \_\_\_\_\_ \$20 per four hour

**Private** \_\_\_\_\_ \$35 per hour include set up  
and clean up time

**Non Resident:** \_\_\_\_\_ \$60 per hour including set  
up and clean up time

**Kitchen use** \_\_\_\_\_ \$100 deposit at the time of  
the booking.

Type of Activity:

\_\_\_\_\_

*The primary purpose of the activity cannot be for physical exercise,  
dancing, or for child care.*

Will the activity involve use of craft materials?

*Group is responsible materials and clean up.*

yes \_\_\_\_\_ no \_\_\_\_\_

Will refreshments or food be served?

*Group is responsible for supplies and clean up.*

yes \_\_\_\_\_ no \_\_\_\_\_

*I have read and understand the attached rules for the use of  
the Community Room. I declare that I agree to return the  
Community Room to a clean and orderly condition arranged  
in meeting room style and to pay the cost for repair of any  
damage incurred in connection with this meeting. I will be  
responsible for the expense of re-keying the locks in the  
event the room key is not returned within 24 hours of my  
event. I understand that failure to abide by Community  
Room rules and Policies for use will result in cancellation of  
or refusal of future reservations.*

Date of Application: \_\_\_\_\_

Signature of Applicant::

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

Address:

\_\_\_\_\_

Patron Library Card Number or D L Number:

\_\_\_\_\_

### ***Proof of Rochester Residence Required***

*For Library Use Only*

Total Fee Charged: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Initials: \_\_\_\_\_

Check # \_\_\_\_\_

Community Room Deposit Check # \_\_\_\_\_

Kitchen Deposit Check # \_\_\_\_\_ Destroy Date \_\_\_\_\_

Notes from inspection:

\_\_\_\_\_

# Rochester Community Room

#1 Community Drive  
Rochester, IL 62563  
217.498.8454

The Rochester Community Room is owned and operated by the Village of Rochester and Rochester Public Library to encourage civic, educational, cultural, and public information meetings that are open to the public. The Community Room's primary use is for civic, governmental and non-profit purposes. Limited private use is also available. The Community Room is neither designed nor equipped to serve as a physical exercise room, for dancing, or as a day care facility, so these uses will not be permitted. Fees are assessed to help pay for utilities, maintenance and improvements, with deep discounts for district residents and non-profit groups. Fees are payable in advance with the room booking. **Fees are refundable if cancelled more than seven days prior to the event.**

*The Rochester Public Library and Rochester Village are not responsible for lost or damaged materials left in the building.*



## Fees:

### Local non-profit or governmental group :

\$20 per four (4) hour increment

### Rochester Private use :

\$35 per hour including set up and clean up

***Proof of residence required***

**\$250 refundable deposit is required for the use of the Community Room**

**Kitchen Use:** For use of the kitchen, a \$100 refundable deposit is required upon booking. Only one use of the kitchen may be permitted between Friday afternoons and Sunday nights, on a first come, first served basis.

**Non-Profit Status:** Those claiming non-profit status will be asked to demonstrate this at their first booking. A copy of a current government-issued, non-profit charter, a current printout of a government-issued list of non-profit organizations, or a current copy of the organization's by-laws or constitution may be used to demonstrate non-profit status.

**Maximum Capacity with NO Tables and Chairs**  
**225**

**Maximum Capacity with Tables and Chairs**  
**120**

*Use of the facility will be monitored by the Rochester Police Department and subject to video monitoring.*

## Booking & Reservations

### Community Room Booking and Reservations

- The **Village and Library have first priority**, followed by non-profit groups, then private use. The Library or Village may bump a confirmed booking in an extreme or emergency situation, in which case an alternate meeting location will be arranged or a credit or refund will be provided.
- Booking is on a first come, first served basis. A **signed agreement and payment** of fees constitutes confirmation of a booking. Bookings are made through Rochester Public Library at #1 Community Drive, or by calling (217) 498-8454.
- No group or individual may reassign a reserved time to another group or individual.
- Reservations are accepted **up to six (6) months in advance**.

### Rules for Community Room Use

- The Community Room is available Monday through Sunday. Any facility use by a non-profit group must be open to the public.
- No meetings may start after 8pm or extend beyond 11pm.
- Access to exits must be maintained and only designated public entrances may be used.
- Events may not interfere in any way with the normal conduct of Village and Library business. Both Library and Village staff have the authority to reduce the volume of amplifiers or stop noisy activities.
- Smoking, alcohol, firearms, pyrotechnics, and hazardous materials are prohibited. Smoking is banned in the building and within 15 feet of an entrance.
- **Failure to clean the kitchen will result in loss of \$100 deposit and additional cleaning costs.**
- **Failure to clean the Community Room or moving/damaging art work will result in the loss of \$250 deposit.**
- Contents of the kitchen's refrigerator, disposable goods including coffee, plates, bowls, cups, napkins and items labeled as **Restricted Use** are not for public use.

### Rules for Community Room Use

- The stove and oven are not available for public use.
- Serving of deeply colored beverages which can stain the carpet, such as fruit punch, red Kool Aid, or grape juice are prohibited.
- Meeting room facilities shall be left in a clean and orderly condition. Cleaning supplies (found in the store room) including a vacuum cleaner and mop (found in foyer closet) are available and must be used when needed immediately following the event.
- All equipment and furniture used must be returned to their original locations or to a meeting style arrangement. (See photos of room arrangement posted on the Community Room notice board inside the front door to the Community Room).
- Trash must be removed and fresh liners inserted into trash receptacles. Trash should be taken to the trash enclosure outside on the east side of the building, adjacent to the Police Station entrance. Labeled recycling bins are to be used only for clean recyclables. Do not drag full trash bags across the carpet.
- Lights in the meeting room, kitchen, Bathrooms and entry must be turned off. Bathrooms and the building entryway must be cleaned and left in good order.
- Users shall pay the cost for cleaning, repairs or replacement of any damaged carpet, equipment, furniture.
- All entry doors must be securely locked when finished. The keys to the Community Room and front door may not be copied or loaned to another person. Failure to return the Community Room key within 24 hours after use of the meeting room will result in a charge of \$150 to cover cost of re-keying locks. The key may be returned in the outside book return if the Library is not open.
- Failure to adhere to these rules will result in refusal of future reservations.
- These rules are subject to periodic review and revision by the Library/Village Hall Joint Use Committee.

**Do not touch or move the artwork.**

**No taping or mounting material to the walls.**