

Normal Township Community Room Rental Agreement
304 E Mulberry, Normal, IL 61761

This agreement is entered in this _____ day of _____, 20____, by and between NORMAL TOWNSHIP, McLean County, Illinois, hereinafter "Township," and (Renter's Name)

_____, hereinafter

"Renter," to be used for the sole purpose of _____.

WHEREAS, Renter wishes to rent the Community Room (property of Normal Township at 304 East Mulberry in Normal) on the terms and conditions provided herein; and

WHEREAS, Renter agrees to the use of the Community Room in compliance with the terms and conditions of this Rental Agreement and shall at all times act in compliance with all applicable laws and regulations and Renter shall be responsible to ensuring any guests and invitees act in compliance with Rental Agreement and all other applicable laws and regulations.

NOW, THEREFORE, in consideration of the recitals contained herein, the mutual promises hereinafter made and other good valuable consideration, IT IS AGREED AS FOLLOWS:

1. Renter shall have the right to use the Normal Township Community Room from the hours _____ (beginning) to _____ (ending) on _____, 20____, (hereinafter the "Rental Period").
2. Renter shall pay the Township upon execution of this Rental Agreement the sum of \$_____ for the room rental and \$_____ for the damage and cleaning deposit.
3. Renter will be provided a building access code for the use during Rental Period specified on the Rental Agreement. Use of building access code outside the Rental Period is strictly prohibited. Using the building access code outside the Rental Period will result in forfeiting future use and rental of the Normal Township Community Room.
4. Renter shall be responsible for the cleaning of the building and surrounding premises during and immediately following Rental Period. The Renter has received and read the Renter Checklist. The renter understands failure to complete any of the tasks on the Renter Checklist will result in forfeiture of the damage and cleaning deposit.
5. Renter shall be responsible for all damages to Normal Township Hall and property, the surrounding premises, the furniture, fixtures, and equipment contained therein during the Rental Period by the Renter or guests of the Renter. Damage of said property will result in forfeiture of the damage and cleaning deposit. If damage exceeds the amount of the deposit, Renter shall be responsible for the full amount of damages.
6. Renter shall indemnify and hold harmless the Township for any claims and judgements for property damage or bodily injury (including death) made or rendered against the Township because of an occurrence arising out of use of Normal Township property by the Renter and the Renter shall be responsible for all cost of defense incurred by the Township, including attorney(s) fees.

7. Renter shall monitor the conduct of guests to ensure guest conduct does not damage the Township building, contents, adjacent properties, or otherwise disturb neighboring residents or property.
8. Renter will automatically forfeit the damage and cleaning deposit for the following violations:
 - Alcoholic beverages present on Township property
 - Smoking on Township property
 - Animals in the building (except service animals)
 - Lack of constant supervision for youth groups with members under 18 years old
 - Disturbance of the office environment
 - Damage to property

We hereby consent to the conditions and terms of this Rental Agreement and agree to be bound by the same.

Renter _____ Date _____

The Township hereby acknowledges receipt of the building rent and damage and cleaning deposit fee provided herein and consents to the use of the Normal Township Community Room by the Renter for the Rental Period.

Normal Township

By _____ Date _____

After your reservation is approved, a completed copy of the agreement will be provided for you. Please provide two checks payable to **Normal Township**: one for the rental fee and one for the deposit.

Please Note: If Renter wants the Damage and Cleaning Deposit check returned, Renter must pick it up from the Supervisor's office during the week following the rental. The Damage and Cleaning Deposit will be destroyed if all the items on the following Renter Checklist are satisfactory

- All chairs and tables are folded and returned to their storage areas
 - Undamaged
 - Cleaned
- Floors are clean of dirt and debris.
 - Vacuum and mop are in the closet for renter's use.
- All garbage has been bagged and placed in the AREA Wide Garbage Disposal tote on the east side of the building.
- All recyclables have been placed in the Midwest Recycling tote on the east side of the building.
- Kitchen is clean, and counters and microwave have been wiped clean if used.
- All toilets are flushed and bathrooms tidy.
- All lights are turned off.
- South door is locked.