Supervisor
Lawrence M. Ryan, III

Clerk
Jerome A. Nudera, Jr.

Phone
1-815-744-1968

TROY TOWNSHIP
Established 1850 Will County - Illinois

25448 SEIL ROAD
SHOREWOOD, ILLINOIS
60404-7620
www.troytownship.com

Trustees
Jason Cox
Johnnie Greenwood
Bryan W. Kopman
Brett Wheeler

Fax
1-815-744-1910

APPLICATION & COMMUNITY ROOM RENTAL POLICY

FOR USE OF TROY TOWNSHIP COMMUNITY CENTER

Application must be made three (3) weeks before the event. Troy Township is a non-smoking and non-alcoholic beverage facility. No food preparation is allowed on site. Government bodies such as the Township, schools, fire district, etc. have priority.

Rental days and times are subject to the availability of the Troy Township staff.
5 HOUR MAXIMUM RENTAL
Monday - Friday 8:00am - 7:00pm, Saturday 10:00am – 7:30pm, Sunday 10:00am – 6:00pm

Please read this application form and rental policy carefully prior to completing and signing the application. Forms that are not complete including signatures, dates and times, etc. will be returned.

Date of Event: Date of Application

Time of Event: Start: _____ (includes set up) End: _____ (includes clean up)

Purpose of Use:

Estimated Attendance:

Event Day Contact: Name: Phone#

INDIVIDUAL RENTAL

Name of Individual:

Street Address:

City: Zip Code:

Phone: Email:

BUSINESS OR ORGANIZATION RENTAL

Name of Organization:

Applicant's Name:

Street Address:

City: Zip Code:

Phone: Email:

Not-for-Profit (circle on)

YES NO

Renters Initials:_____

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EVENT TIME SCHEDULE

A.) I will arrive at the Community Center to Start Set Up at: _____

B.) My guests will start to arrive at: _____

C.) My guests will leave at: _____

D.) I will begin cleaning the Community Center at: _____

E.) I will exit the Community Center after Cleaning at: _____

My Event will start at _____ and will end at _____
Time from Line A Time from Line E

Renters Initials:_____

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DEPOSITS AND FEES

Refundable Deposits:

❑	Business Groups	$300.00
❑	Not-for-Profit Groups	$75.00
❑	Private Party Function	$300.00

Community Room Rental Fees:

❑	Troy Township Business Groups	$60.00 per hour
❑	Non-Township Business Groups	$85.00 per hour
❑	Troy Township Not-for-Profit Groups (during business hours)	No Charge
❑	Troy Township Not-for-Profit Groups (after hours)	$25.00 per hour
❑	Non-Township Not-for-Profit Groups	$40.00 per hour
❑	Township Resident Private Party Event	$50.00 per hour
❑	Non-Township Resident Private Party Event	$75.00 per hour

Optional Services:

❑	Audio Visual Equipment	$50.00
❑	Coffee Percolator Renter must supply all coffee & supplies	$40.00

Total Deposit $_____ Due with Application

Total for Room Rental Fees and Optional Services $_____ Due 5 Days Before Event

Checks should be made payable to Troy Township. Please issue separate checks; one check for the deposit and one check for the room fees. By signing below, Applicant affirms that he/she has read and agrees to follow the attached Community Room Rental Policy which is hereby incorporated into this agreement as if set forth in full herein.

Signature of Applicant _____ Date _____

FOR TOWNSHIP USE ONLY

APPROVED ❑
DISAPPROVED ❑

Deposit Received Date _____
Fee Paid Date _____

Township Supervisor, Larry Ryan _____

Date of Approval _____

Renters Initials:_____

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COMMUNITY ROOM SET UP

The following items are available for your use. Only those items checked below shall be furnished by Troy Township when available. **The maximum room occupancy is 166 people but maybe reduced depending on your set up requirements**.

Number of Round Tables (60in) (13 available) _____ Number of Oblong Tables (6ft) (10 available) _____

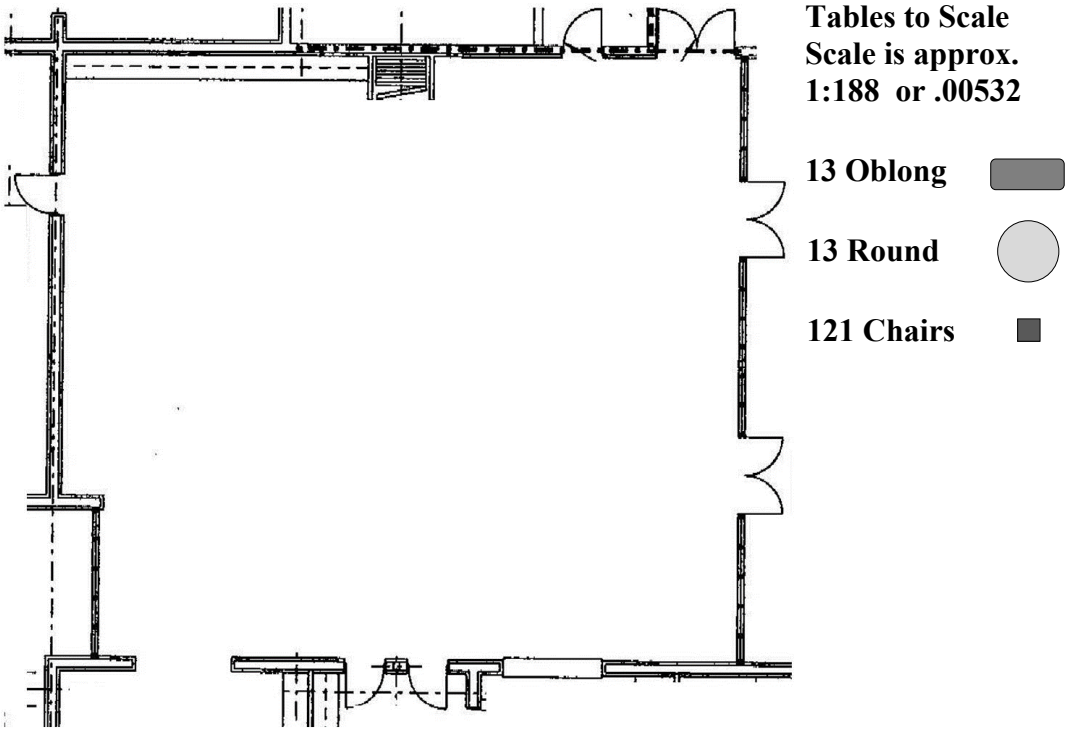
Tables fit 6 comfortably / 7 tight fit

Number of Chairs (72 available) _____ Audio Visual Equipment (requires a $50 flat fee) _____

Podium with Microphone _____ Audio/Visual Table _____

40⁺ Cup Coffee Percolator (requires $40 flat fee) _____ Temporary black folding chairs (55 available) _____

Using the space below, please draw how you would like the room set up for your event. The room is approximately 52' wide by 47' deep.



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COMMUNITY CENTER ROOM RENTAL POLICY

General Room Rental Policy

It is Troy Township Community Room policy to maximize community use of the center to the public and to balance rental rates with actual operating costs as much as possible. Troy Township residents, Troy Township businesses and all nonprofit organizations have priority access for non-commercial activities at discounted rates. Business activities are those for which a charge is made to attend or for events where sales of a product or service are promoted on the premises. Non-Troy Township residents and businesses are welcome, as space allocation permits, at the regular rate.

Implementing Guidelines

1) **Contracts**
All room rentals require a completed application signed by an authorized person of the renting party. The application defines the use terms, date, time and cost. The time starts when the room is opened for the user, including user preparation and ends when the user vacates the building.

2) **Booking**
Community room is available on a first-come, first-served basis. Private events may be booked no more than six (6) months in advance. Regular weekly or monthly users may reserve the room for three months at one time upon review by the Troy Township Board. However, such reservations are subject to change by Troy Township to facilitate other events.

3) **Room Availability & Use**
Room availability is subject to the practical constraints of set-up requirements, breakdown, cleaning and conflicts with other uses.
   a) Some dates may be blocked to allow for township meetings and events.
   b) Troy Township Community Center is closed on all major holidays.

4) **Rates & Deposits**
Troy Township users enjoy reduced rental rates. A deposit must be paid at the time the room is reserved. Regular weekly or monthly users must maintain a single period deposit to cover future reservations. An additional charge will be made for kitchen/coffeepot use. Room rates are stated as a three-hour minimum use, with a provision for overtime for business and private party events. **Deposits will be refunded within a reasonable time after the event.**

5) **Cancellation**
Room use may be cancelled without penalty no later than three (3) business days prior to the booked date. Note: If the room is rented to a replacement user, the original renter will receive a refund of 50% of the amount prepaid. A two (2) hour rental rate is charged for no shows and not fulfilling rental agreement.

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6) Use Guidelines

a) Room renters must respect other events happening at the same time at the Troy Township Community Center and Offices.

b) Decorating will be on window areas only. No decorations will be placed on walls or ceilings. Absolutely NO tape of any type, thumbtacks or pins will be used for decorating anywhere. **NO** Balloon Shine Spray of any type is allowed to be used. **LIGHTED CANDLES WILL NOT BE USED** anywhere in the building and there shall not be any flammable, explosive, illegal or otherwise hazardous materials brought onto the property. Sternos to keep food warm is ok. ____ **Initial**

c) Holiday Season Decorations that may be present during time of rental will not be removed during rental use.

d) Room renters and guests are **NOT ALLOWED** to use glitter, confetti or throw rice in any area of the Community Center or outside areas. _____ **Initial**

e) No animals or pets are allowed.

f) Shoes, shirts and pants or other appropriate attire must be worn.

g) To sell, exchange goods, wares or merchandise of any kind within the Community Center, written consent must be obtained in advance from the Township Supervisor.

h) Fundraising activities of any kind must be approved in advance by the Township Supervisor.

i) Entertainment of any kind (i.e. a band, singer, performer, DJ, Bounce House, play areas etc.) must be approved in advance by the Township Supervisor. No privately owned bounce houses or play areas are allowed. Bounce houses are **NOT ALLOWED** to be used inside the building. _____ **Initial**

j) The Community Center shall not be used for political meetings or for fundraising to support political purposes.

k) Organization notices and publicity should be posted only in locations and in a manner approved by the Troy Township Office. Troy Township is not responsible for publicizing renter events. On-site posters and stand-alone signs are permitted only in a manner approved at the time the community room is booked.

l) Event applicant is responsible for supervising and assisting attendees, with special concern for children and persons with disabilities.

m) Food may be homemade, catered, or pre-packaged however **no on-site food preparation** is allowed. The use of the stove, oven, microwave and supplies in cupboards and drawers is **strictly** prohibited. _____ **Initial**

n) Event applicant is responsible for clean-up. Please use the trash and recycling containers provided by the township, wipe tables and clean kitchen area.

o) If "smash cake" is being used then event applicant must supply and use a floor covering, i.e. tarp or rug. If cake (food) is spilled upon floor/carpet, event applicant is responsible for clean-up. _____ **Initial**

p) On-site storage is not available and any items left past the time when the property is vacated by the user will be removed and disposed of in any manner seen fit by the Township. Troy Township, its employees, agents, representatives and assigns are not responsible under any circumstances for loss or damage of any items brought onto property by the user or any guest, whether brought to the property before, during or after the room rental takes place.

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q) **Troy Township Community Center is a non-smoking and non-alcoholic beverage facility. _____ Initial**
r) Your event may be photographed by Troy Township and used for publishing.
s) Audio/Video equipment will be operated by Troy Township personnel only and a flat fee of $50 will apply.
t) Any infringement of any of these guidelines will deem the refundable deposit as null and void.
u) Should the actions of the user or any guest at the user's event violate any state statute or ordinance of the County or Township, then user shall be deemed to be in default hereunder and may be removed from the premises immediately without a refund.
v) The Township, its employees, agents, representatives and assigns shall not be liable for any damages arising from its failure to perform under the rental agreement should it become necessary for the Township to cancel the agreement due to circumstances beyond its control, including but not limited to: impossibility, impracticability, natural disaster, public safety, fire, flood or other damage to the property, emergency repairs, social unrest, war, or other unforeseen circumstances which reasonably justify cancellation of the contract. The security deposit shall be refunded unless the reason for the cancellation was caused, in whole or in part, by the user/applicant or anyone acting on behalf of the user/applicant.
w) **The user agrees to ensure that the premises are left in the same condition as they were upon delivery and shall be responsible for any repairs, maintenance or cleaning necessary to restore the premises to the same condition in which it was delivered.**
x) As deemed necessary by the Township Supervisor, the Organization/Individual must supply Troy Township with a Certificate of Insurance naming Troy Township as an additional insured. Insurance coverage is required in not less than the following amounts:

Type of Coverage	**Limits**
Comprehensive General Liability Bodily Injury / Property Damage	$1,000,000 Combined Single Limit
Automobile Liability Bodily Injury / Property Damage	$1,000,000 Combined Single Limit
Workers Compensation	A. Statutory B. $500,000 each accident

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Indemnification Agreement

This indemnification agreement made and entered into this _____day of _____, 20___ by and between Troy Township, a municipal corporation of the State of Illinois, (hereinafter Township) and _____.

(Individual, Business or Not-for-Profit Group)

I, _____, individually and as the Agent representing _____, do hereby agree to indemnify and hold harmless Troy Township, its elected officials, agents, employees and trustees from and against any and all loss, damages, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with the occupancy or use of said premises by _____ during the occupancy or use of the Troy Township Community Center located at 25448 Seil Road, Shorewood, Illinois on the date of _____. Such obligation to indemnify and hold harmless shall continue notwithstanding any negligence or comparative negligence on the part of the Township relating to such loss or damage, except for loss or damage arising from the sole negligence or willful misconduct or gross negligence of the Township and shall include all cost, expenses and liabilities incurred by the Township in connection with such claim, suite, action, cause of action, including investigation thereof, the defense of any action or proceeding brought thereon, reasonable attorney's fees and any other judgment or decree which may be entered in any such action or proceeding or as a result thereof. These provisions shall survive the expiration or earlier terminations of the use of the premises. Nothing in the Agreement shall be construed to affect in any way the Township's rights, privileges and immunities as set forth in Illinois Statutes and or the Constitution of the State of Illinois.

_____ _____
Signature Print Name

_____ _____
Title Daytime Phone Number

_____
Address

_____ _____ _____
City State Zip