

For Township Use Only – 815-338-0125 Fax# 815-338-9647				
Rental Paid (Date) / /	Rental Amount \$	Receipt #	Date Scheduled in OT / /	Scheduled By
Deposit Paid (Date) / /	Deposit Amount \$	Receipt #	Key #	Table Count/Chair Count /

## **RENTAL AGREEMENT FOR USE OF TOWNSHIP FACILITIES**

Dorr Township is pleased to make available its facilities for use by the public. The use of the Township facilities are available on a first come, first serve basis. Any individual, group, or organization that completes this Agreement may use the facility if the proposed use is approved. You and/or your group's use of the Township facilities described in this Agreement are subject to the terms and provisions of this Agreement as well as all other applicable Township ordinances, rules, and regulations. Township facilities cannot be used for commercial purposes.

\_\_\_\_\_  
**Print Name** (the "Undersigned" or "Renter" or "Responsible Party")

\_\_\_\_\_  
**Street Address**

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone number(s):** Home \_\_\_\_\_ Work/Cell \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

\_\_\_\_\_ **RESIDENT** \_\_\_\_\_ **NON-RESIDENT**  
 \_\_\_\_\_ **OF DORR TOWNSHIP** \_\_\_\_\_ **OF DORR TOWNSHIP**

**1. WHICH TOWNSHIP FACILITY DO YOU WISH TO USE?**

- \_\_\_\_\_ 1/2 Room with kitchen  
 \_\_\_\_\_ 1/2 Room without kitchen  
 \_\_\_\_\_ Whole room  
 \_\_\_\_\_ Meetings of less than 90 minutes

**2. WHICH DAY(S) DO YOU WISH TO RESERVE FOR YOUR USE?**

\_\_\_\_\_

3. **DURING WHAT HOURS WILL YOU BE USING THE FACILITY?**

\_\_\_\_\_ Until \_\_\_\_\_ Rooms must be vacated no later than:  
**12:00 Midnight**

4. **WE NEED INFORMATION ABOUT YOUR INTENDED USE:**

a. *Describe in detail your intended use of the Township facility:*

\_\_\_\_\_

b. *Describe the number of people you anticipate attending your use:*

\_\_\_\_\_

c. *Do you, or the group that you represent, have insurance coverage under a general liability insurance policy? \_\_\_\_\_ Yes \_\_\_\_\_ No*

If yes, please attach a copy of that policy to this Agreement. The Township may request that you contact your insurance provider and request that the Township be named as an additional insured for the day(s) of your intended use.

d. *If you are using the Town Hall for your function, please see attached addendum for additional costs and requirements.*

**General Terms and Conditions:**

5. **RENTAL PAYMENT.** The undersigned shall be responsible for payment of the rental amount and deposit as set forth in the fee schedule attached hereto and made a part hereof. Payment made within two weeks of event must be made by cashier's check or money order payable to Dorr Township. The undersigned also affirms and warrants that, if acting upon and under the authority of a specific organization, that organization shall also be responsible for the rental payment and/or deposit and shall be bound by all of the terms and provisions of this Agreement. The undersigned represents and warrants that he/she has authority to act on behalf of the organization and bind the organization to the terms and provisions of this Agreement.

6. **SECURITY DEPOSIT.** There shall be a security deposit paid in the amount of \$\_\_\_\_\_ by cashier's check or money order payable to Dorr Township to be held by the Township as security for performance of all of the terms and provisions of this Agreement. Upon full performance by the undersigned of all of the obligations due

under this Agreement, the security deposit shall be returned to the undersigned. The security deposit does not bear interest. The primary reason for retaining a security deposit is to make sure that the undersigned returns the Township facility to its condition prior to the use of the facility. **Any breach of any of the terms and provisions of this Agreement, or any damage to the facility caused by the Renter, or any invitee, guest, or agent of the Renter, may result in the complete forfeiture of the security deposit as determined by the Supervisor.** In addition, the forfeiture of the security deposit shall not prevent the Township from taking any legal action that may be necessary to recover any costs and damages incurred as a result of the undersigned's use of the Township facility. **The Security Deposit will be refunded by mail after rental premises have been checked for any damages.**

7. **KEYS/FOBS.** Keys/fobs must be picked up one day prior or the day of your event. The key/fob must be returned the next business day. There will be a **\$75.00** fee if the township must open the doors because renter failed to pick up a key. There is a **\$75.00** fee for lost keys/fobs.
8. **ALCOHOL.** Alcohol is prohibited on Dorr Township property. No alcohol shall be present at any time prior to, during, or after the function. If people attending the function bring their own alcohol, the undersigned shall be responsible for advising those individuals to immediately leave the Dorr Township property. Failure to comply with this provision shall be grounds for forfeiture of the security deposit.
9. **LIMITATION OF LIABILITY.** The Township shall not be liable for any damage occasioned by failure to keep the facility in repair and shall not be liable for any damage caused by any part of the facility or premises. The undersigned agrees to indemnify and hold harmless the Township from any damages or causes of action of any kind that might occur as a result of the undersigned's use of the facility. Furthermore, the Township shall not be liable for any damages of any kind in the event the Township facility becomes unusable by the undersigned for any reason, including but not limited to Acts of God.
10. **COMPLIANCE.** The undersigned shall in every respect comply with the terms and provisions of this Agreement, as well as the ordinances, rules and regulations of the Township, as well as with all applicable laws, including the laws of the any municipality in which the Township facility is located.
11. **DEFAULT BY RENTER.** If any default is made in the payment of the required rent, or security deposit, or in any of the terms and provisions of this Agreement, the Township may at any time declare this Agreement terminated and prevent the use of the facility by the Renter, as well as the use of any Township facility in the future.
12. **NO SMOKING.** No smoking of any kind shall be permitted in or on the grounds of any Township facility. This provision shall be strictly enforced.

13. **NO PETS OR ANIMALS.** No pets or animals shall be allowed during the undersigned's intended use of the Township facility unless otherwise authorized in writing by the Township.
14. **VACATE PREMISES.**
- All rentals must allocate an hour for tear down and begin such tear down at **11:00 pm.**
  - All guests must be out of facility and off Dorr Township premises no later than **Midnight.**
  - Additional cleaning fees may apply and be deducted from your deposit for spills, stains or trash pickup in the facility or on Township grounds.
  - Failure to abide by these provisions, including but not limited to, going over the time permitted herein, going over capacity, or causing damage shall be grounds for forfeiture of the security deposit.
15. **HALL SET UP** – The undersigned, or its representative, shall be responsible for both setup and takedown of all tables and chairs. Tables and chairs must be stacked on the carts the way they were found and returned to storage rooms. No items shall be attached to any part of the room (i.e., walls, ceilings, flooring) that may damage any such surface, including but not limited to any kind of tape, nails, thumbtacks, pushpins, etc.
16. **PAYMENT OF COSTS.** The undersigned covenants and agrees to pay all of the Township's reasonable attorney's fees, costs and expenses with respect to the Township's enforcement of the terms and provisions of this Agreement. Any litigation involving the terms and provisions of this Agreement shall take place in 22nd Judicial Circuit, McHenry County, Illinois.
17. **RENTAL/SECURITY DEPOSIT FEE SCHEDULE.** The terms and provisions of the Dorr Township Rental Fee/Security Deposit Schedule are made a part hereof.
18. **INDEMNIFICATION AGREEMENT.** The Renter shall sign the Indemnification Agreement attached hereto and made a part hereof prior to Dorr Township scheduling any dates herein.

I, the undersigned, do hereby acknowledge, represent, and warrant that I have read the above terms and provisions of this Agreement, that I understand them, and that I agree to abide by the terms and conditions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Non-for-Profit Groups Only**

Name of Organization represented by undersigned:

\_\_\_\_\_

Brief description of purpose of Organization:

\_\_\_\_\_

\_\_\_\_\_

Organization's Address: \_\_\_\_\_

\_\_\_\_\_

Names of Officers of Organization:

President/Director: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Vice President/Director: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Secretary/Director: \_\_\_\_\_

Address: \_\_\_\_\_

PhoneNumber: \_\_\_\_\_

Treasurer/Director: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I, the undersigned do represent and warrant that I have authority to act on behalf of the above named Organization and in doing so I acknowledge that I am making that Organization responsible for the terms and provisions of this Agreement.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

# **Dorr Township Hall Facility**

## **RENTAL CLEAN-UP CHECKLIST**

**It is the responsibility of the Renter** or its designated responsible party, to confirm that the facility is left in the same condition as it was received prior to the event. The following items must be checked off upon completion of a Renter's event. The checklist must be signed by the Renter and/or the responsible party and returned with your key/fob. Any areas not cleaned appropriately may result in all or part of the Security Deposit being withheld. The Renter is responsible for all recycling.

### **GENERAL CLEANLINESS: (Includes foyer, bathrooms and grounds):**

- All flowers, decorations and balloons removed.
- All equipment, dishes, linens and rental equipment brought in by Renter removed.
- Hard floors swept and free of spills.
- All trash containers emptied and relined and placed outside in the dumpster.
- Chairs and tables put back in original location.
- All outside grounds cleaned.

### **KITCHENETTE:**

- Wipe down sink, countertops, coffee maker, microwave, and refrigerator.
- Remove items, dishes, excess food, and/or beverages from refrigerator, freezer, etc.
- Please provide the time you left the Township Premises. \_\_\_\_:\_\_\_\_ a.m. or p.m.

SIGNED: \_\_\_\_\_  
Renter/Responsible Party

DATE: \_\_\_\_\_

**INDEMNIFICATION AGREEMENT**

THIS INDEMNIFICATION AGREEMENT made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by and between Dorr Township, a municipal corporation of the State of Illinois (hereinafter "Township") and \_\_\_\_\_ (Group or Individual).

I, \_\_\_\_\_, individually and as the agent representing \_\_\_\_\_, do hereby agree to indemnify and hold harmless Dorr 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 community room located at Dorr Township, Town Hall, 1039 Lake Avenue, Woodstock, Illinois 60098 on the date of \_\_\_\_\_, 20\_\_\_\_. 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, suit, 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 this 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 Code

# Dorr Township Rental Fees 2013

## Dorr Township Hall

	Rental Amount	Security Deposit
Resident Fee ½ Room with Kitchen	\$ 200.00	\$ 400.00
Non Resident Fee	\$ 300.00	\$ 400.00
Resident Fee ½ Room without Kitchen	\$ 150.00	\$ 400.00
Non Resident Fee	\$ 250.00	\$ 400.00
Resident Fee Whole Room	\$ 300.00	\$ 600.00
Non Resident Fee	\$ 500.00	\$ 600.00
Meetings for less than 90 minutes*	*At the discretion of the Supervisor	
Maximum occupancy 359 persons. Occupancy with kitchen 207; Occupancy without kitchen 152		

### Making the Reservation

A reservation is held when the front office receives a SECURITY DEPOSIT and RENTAL AGREEMENT for the date, time, and facility specified per agreement.

### Meetings\*

The Supervisor shall have discretion to determine cost and scheduling of regular or non-regular meetings of groups that meet for less than 90 minutes at any one time on a given day.

### Not-for-Profits

The Supervisor shall have discretion to waive any rental fees or deposits for not-for-profit groups that have a tax exempt letter from the IRS or Illinois Department of Revenue.

### Payment Methods

All payments must be made through cashier's check or money order (or personal check if submitted at least two weeks prior to event and Township has proof the check has cleared); the Township does not accept credit cards. All payments must be placed in name of the person named on the Rental Agreement.

### Picking up the Keys/Fobs

Failure to pick up facility keys or fobs resulting in Township personnel being sent to allow entrance to the facility will result in a \$75.00 fee, collected by the Township employee that arrives at the event.

### Refunds

Dorr Township can provide you with a full refund of your deposit as long as you cancel 14 days prior to the event. Dorr Township reserves the right to keep 50% of the deposit in the eventuality that the event is cancelled 5-13 days prior to the event. Also, if the event is cancelled less than 5 days prior to its scheduled date, Dorr Township, through its Supervisor, has the right to retain your deposit. Certain exceptions, in the discretion of the Supervisor, may apply such as an unexpected death in the family.

### Proof of Insurance/Indemnification

Dorr Township, at the discretion of the Supervisor, may require a certificate of insurance for general liability coverage from the Renter naming the Township as an additional insured for the term of the Rental Agreement. The Renter shall sign an Indemnification Agreement made a part of the Rental Agreement.

### Questions

Any questions please call the Township at (815) 338-0125.