

**CAMPTON TOWNSHIP COMMUNITY CENTER**  
**RENTAL FORM & MEETING ROOM POLICY**  
 5N082 OLD LAFOX ROAD CAMPTON HILLS, IL 60175

**INTRODUCTION**

This policy sets forth the requirements and restrictions that govern reservation and use of the meeting room at the Campton Township Community Center. The intent of this policy is to maximize the use of the Township's resources by implementing cost effective, time efficient, and professional practices to achieve the best possible value for the Township resident's meeting area needs. This policy is also designed to be flexible for the Township staff to schedule the meeting room for the public use. It is the Township's goal to extend courteous and impartial treatment to all Campton Township residents, not for profit groups, and governmental entities.

**IMPLEMENTING POLICY**

The Township Staff shall be responsible for implementation of this policy and shall set forth the procedures of this policy. The Main Community Room will be scheduled based on the number of people attending the meeting/event and in the order in which the reservations are made. The basement is not available for meetings or events.

**COMMUNITY ROOM EVENT TYPES**

- A. **Not for Profit Groups** - Local Homeowner's meetings, Sports Leagues, Scouts, etc.
- B. **Government Entities** - County, Township, Municipalities, Police, and other government bodies.
- C. **Campton Township Residents** - Small, private groups for showers, parties, get togethers.

<b><u>RESERVATION TYPE &amp; FEE STRUCTURES</u></b>	<b><u>COST</u></b>	<b><u>DEPOSIT</u></b>	<b><u>SECURITY DEPOSIT</u></b>
Private Groups of up to 20 people (HOA's etc.)	\$20.00	\$50.00	A check for \$50.00 made out to <b>Campton Township</b> will be held by the Township for all events. The security deposit will be refunded upon inspection of the facility after the event is held and the key is returned.
Private Groups of up to 50 people (HOA's, Parties, Showers etc.)	\$50.00	\$50.00	
Not for Profit groups of up to 50 people (Scouts, Sports Leagues, Red Cross etc.)	\$20.00	\$50.00	
Government Groups	NO FEE	\$50.00	

**OBTAINING A KEY**

Keys will be issued for events upon receipt of payment prior to the event. Keys are expected to be returned within 3 business days following the event.

Keys will be issued for groups using the facility monthly and are not required to be returned each month. The contact person must sign the agreement with the rules. If there is a change to the contact information, the Township must immediately be made aware of the new contact information.

**There is a \$50.00 charge for lost keys.**

**GUIDELINES FOR THE USE OF THE COMMUNITY CENTER**

The Township has created a list of guidelines for the use of the Community Center and items that are not acceptable to use in the rooms. Each resident or representative of the group needs to read and sign the guidelines to adhere to. The Township supplies the phone number for the Foreman for any problems or concerns while the building is in use.

Policy approved by the Campton Township Board on October 13<sup>th</sup>, 2009, revised June, 2010.

# CAMPTON TOWNSHIP COMMUNITY CENTER

## RENTAL FORM & MEETING ROOM POLICY

**PLEASE FOLLOW THESE GUIDELINES**

1. **The center does not allow any type of alcohol.** You are responsible for monitoring your guests. **NO** alcohol is permitted in the building or on the parking lot or grounds.
2. Using the electric key open the single door past the double doors. (Door will lock when shut).
3. Turn on row of lights to the right of the double doors.
4. Unlock the deadbolt on the double doors for event use.
5. Tables and chairs are supplied and should be left as they were found when the meeting/event concludes. There is no janitor on duty and each group shall put trash in the containers and pick up after the meeting/event.
6. Decorations and balloons are acceptable but **NO TAPE ON THE PAINTED WALLS** is allowed. Duct tape of any kind is **not** allowed.
7. All decorations and paper products must be cleaned and removed when event is complete.
8. **NO fog machines are allowed**
9. Food and beverage is acceptable but any spills must be cleaned up immediately and all waste removed from the building is to be placed in the blue garbage/recycling totes on the side of the building.
10. Windows should not be opened.
11. The bathrooms have stock but must be watched and replenished during your event.
12. The Thermostat is preset and may **not** be changed.
13. Please notify the Township of any unusual circumstances that should be noted (light bulbs out, power loss, damage etc.)
14. Upon leaving the building the deadbolt on the double doors must be locked and all lights (bathroom included) turned off. Please check that no windows have been opened by guests.
15. Exit out of the single door that you entered, pull the door shut, and confirm it is locked.
16. The room capacity is 75 persons as indicated by the Fire Department for government events or meetings, however, private events will be limited to **50 persons**. Your group may be asked to use porta facilities outside the building depending on the type of event being held.

**If a problem occurs, please contact Dave Corron at (630) 742-0922**

### Event Contact Information

Contact Name _____	Deposit Charge _____
Phone Number _____	Check # _____
Group Name _____	Room Fee _____
Event Type _____	Check # _____
Date of Event _____	Key Number _____
Start Time _____ End Time _____	Key Return Date _____

I have read the above rules and will adhere to them or the deposit check will NOT be returned.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Deposit will be returned AFTER inspections by Township Staff and AFTER key is returned**