

# STEPHENSON COUNTY FARM BUREAU FACILITY RENTAL POLICIES

Effective 5/23/11

The following terms and conditions shall govern the use of the premises. Stephenson County Farm Bureau may immediately terminate use of the premises if any of these conditions are violated, may keep all or part of the deposit, and/or may seek actual damages at its sole election:

- The Stephenson County Farm Bureau shall always have first priority with regard to use of any and all meeting facilities. The Farm Bureau Manager and/or office staff will keep a master calendar of all events for meeting room facilities. Final approval of scheduling will rest with the Farm Bureau Manager and/or office staff.
- Room rental charges are per the current posted schedule. Rental payment must be paid at time of booking, or within 48 hours if by phone. A refundable security deposit of **\$150** (may be waived at SCFB discretion) will be due **not less than 24 hours prior to the event** and will be refunded upon key return and confirmation of facilities being left in proper condition. Renters during non-business hours must arrange for pickup of a key during regular business hours (no later than 4 p.m. on the last business day prior to the event). **IF A LOST KEY RESULTS IN LOCKS NEEDING TO BE REDONE AND NEW KEYS MADE, RENTER WILL BE RESPONSIBLE FOR COST.**
- The Farm Bureau Manager has the discretion to waive or discount rental rates under special circumstances.
- Renter shall hold the Stephenson County Farm Bureau harmless for any liability (including defense costs) for damages to person and property resulting from the renter's use of the facilities.
- **NO alcoholic beverages or illegal substances** will be allowed in the Farm Bureau building.
- Smoking is not permitted in the building. Smoking is only permitted at least 15 feet from building entrances.
- No evening functions shall start after 8:00 p.m. and all evening functions shall be concluded (including clean-up) no later than 12:00 a.m.
- Renter must furnish protection from any materials that would stain or permanently damage the room or the contents.
- All food and materials in refuse must be put in a container after each meeting. These refuse materials are required to be bagged or encased in a standard trash bag or other such acceptable item. Trash should be taken to the loading dock area near FB office.
- Tabletops should be cleared of meeting materials, refreshments, containers, etc., and wiped clean.
- Decorations, etc. must be completely removed and must not cause damage to floors, walls, or ceilings. **GLITTER AND CONFETTI ARE PROHIBITED** as they are difficult to clean up – any signs of their use may result in loss of deposit.
- If you use balloons for decorations, make sure that helium balloons are not wrapped around the ceiling fans. If strings from the balloons become wrapped around the fans, you will be responsible for any cost in removing the strings and any damages incurred.
- Because of the possibility of multiple functions occurring in the building simultaneously, proper adult supervision must be guaranteed and provided by each user. Children are not to be allowed to run throughout the building or the outside premises. **The renter of the facility must assume responsibility for the behavior and conduct of the members of the group.** All areas of the building other than the rented room, common hallways, kitchen areas, and restrooms are strictly off-limits. Any complaints regarding improper behavior may result in forfeit of deposit.
- Lights and appliances must be turned off before leaving.
- **Chairs are not to be used as step stools** – broken chair seats cost \$20 each and will be taken out of the deposit. There is a step stool chair in the kitchen.
- Thermostats must not be set below posted levels. Any complications resulting from improperly adjusted thermostats (condenser freeze-up, etc.) may result in forfeit of deposit at the sole discretion of the FB Manager and/or staff.
- Kitchen and bathrooms should be checked for running water before leaving and left in good condition. Toilets should be flushed and clean.
- Doors must be locked before leaving.
- Key must be returned to Stephenson County Farm Bureau within 48 hours of use, unless other arrangements are made.

NAME OF GROUP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_ ZIP: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ TIME: \_\_\_\_\_ ROOM(S): \_\_\_\_\_

AMOUNT PAID: \_\_\_\_\_ RENTAL: \_\_\_\_\_ DEPOSIT: \_\_\_\_\_

SET-UP INSTRUCTIONS: \_\_\_\_\_

SPECIAL NOTES: \_\_\_\_\_

DATE RENTAL FEE PAID: \_\_\_\_\_ DATE KEY PICKED UP: \_\_\_\_\_ DATE KEY RETURNED: \_\_\_\_\_

YES, I AGREE TO THESE TERMS: \_\_\_\_\_

(Renter's signature)

(Farm Bureau representative)