



Est. 1870

512 Main St., PO Box 266, Varna, IL 61375

Varna Community Center Rental Agreement and Rental Receipt

Applicant Information

Name/ Organization _____

Address _____

Phone _____

Rental Information

Request Date ____/____/____ Time ____am/pm

Additional Set-up or Tear-down Date ____/____/____ Time ____am/pm
(If Needed & Available)

Reoccurring Rental (Date/Days) _____ Time Used _____

Special Provisions _____

☐ I have received a copy of the rental policies, procedures and agree to the conditions listed.

Signature _____ Date _____

A bill will be sent in the amount of **\$25.00** to the Above Renter of the Varna Community Center if the Property was left in need of Extra Cleaning. Nonpayment will affect future renting privileges.

Varna Community Center/ Park Pavilion Rental Agreement

Resident Rental Fee \$50 Non-Resident \$75

The applicant hereby assumes personal and individual liability for self and on behalf of all guests, for any damage to the facility, occurring during the occupied use of the facility. By signing below, the applicant acknowledges that they are responsible for ensuring that all guests adhere to the rules set forth in the Rental Agreement and the Community Center Policies established by the Village of Varna as provided. The renter/applicant, agrees to defend, indemnify and hold harmless, the Village of Varna, its elected and appointed officials, employees, and agents, from any claims, demands, suits, loses, costs or expenses, including attorney fees, or any damages which may be asserted, claimed or recovered against or from the Village of Varna, by reason of any damage to property, personal or bodily injury, including death, sustained by any person whomsoever and by which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract. By entering into this agreement, the Village does not waive any defenses it would otherwise have, including but not limited to, government immunity.

Applicant Signature _____ Date _____

Make Checks Payable to Village of Varna

Office Use Only

Amount Charged for Usage _____

Amount Paid _____ Check # _____

Applicant received Copy of Signed Contract, Agreement and Policies. _____ Officer Initials

Contract Approved by _____ Date _____

Varna Community Center and Park Pavilion Rental Policy
Effective May 1, 2023

All requests to use the facility must be made to the Village Clerk at least (3) three days prior to the event.

Requests may be made by phone, Email, or mail, but a Rental Agreement and Contract must be signed, and payment delivered to the village to secure the date of rental. Rent is \$50 per day for the Community Center and no charge for the Park Pavilion.

Non village residents, groups or organizations shall be provided use of the facility at times when the village is not otherwise using the facility. Village business and or activities shall always take precedence over any request from an outside group.

All rental requests will be honored on a first come first serve basis.

Cancellations of the rental agreement by a renter must be received at least 24 hours in advance or the renter may forfeit the rent amount, especially during busy rental months.

The use of the facility shall be limited to the hours between 7 AM- 10 PM on Sunday through Thursday and 7 AM- 11 PM on Friday and Saturday.

Once a reservation is accepted, the village will not cancel the reservation for its own use but will make other arrangements if an emergency meeting is needed.

The facility may not be used in any way that interferes with the operation, meeting or business conducted by the Village of Varna.

The facility may not be used for political events or political fundraisers.

The use of the facility shall not be inconsistent with or detrimental to the purposes of the village or detrimental to the village's building, grounds, equipment, or supplies. The use shall be consistent with local, state, and federal law and users shall follow the village's policies and regulations. The use shall be consistent with any health restrictions as issued by the State of Illinois or the Marshall County Health Department in effect on the date of the facility use.

Firearms, concealed or otherwise, are strictly prohibited anywhere on the village's property.

Lights must be turned off upon completion of facility use.

In the event of a power failure or fire alarm, the facility is to be evacuated immediately.

The Village Board may require that the user obtain public liability, property damage and contractual liability insurance. If required, the user shall furnish a certificate of insurance to guarantee the payment of any claim for injuries or damage to persons or property that occur during, or as a result of, use of the facility. Where required, the coverage shall insure the renting organization in amounts not less than \$1,000,000.00 combined single limit for bodily injury and property damage including damage to Village property. Where required, a certificate of insurance or copy of the endorsement shall be submitted to the Village Clerk giving evidence of the coverage and naming the Village of Varna as an additional insured and shall be delivered to the Village Clerk before the user enters upon the facility or takes possession of equipment. The insurance shall not be cancelable without written notice to the Village.

Any items that are left after the event will only be kept for 7 days. Renter will be notified of items left and if not claimed within the 7-day timeframe, they will be discarded.

The Village pavilion may also be utilized for public events at no cost if it does not impede any other community event. Notice of date and time should be given to the Village Clerk so that accommodations can be made to use the restroom facilities.

Fees for facility use may be waived or reduced for charitable reasons, upon the approval of the Board of Trustees.

The rent or use of Village chairs and or tables outside the facility is prohibited unless approved by the Board of Trustees and are used by the residents of the Village of Varna.

The application form and rental agreement form are attached to this policy.

Varna Community Center Rental Agreement/ Park Pavilion

Effective May 1, 2023

A signed Rental Agreement and payment must be completed in advance and accompany a signed policies and procedures form before reservations will be secured.

You must be at least 18 years of age to rent the facility and be always present during the rental period.

The use of the facility shall be limited to the hours between 7am-10pm, Sunday through Thursday and 7am-11pm on Friday and Saturday.

The facility is not available on the dates set for monthly Village Board meetings, unless an exception is granted by the Board of Trustees.

Applicant is responsible for all damages to the facility during the rental. Damages incurred during the rental will be repaired and the cost of the repairs billed to the renter of the facility at the time the damage was done.

Rentals may not exceed occupancy level for the facility. The current occupancy level for the Community Center is 75.

Smoking or vaping is not permitted anywhere inside the facility and must be 15 feet from the entrance and exit of the facility per state law.

No alcohol is permitted inside or outside of the facility.

Tables and chairs may not be removed from inside the facility.

Renters may not charge admission fees.

Birthday candles are permitted but lit candle decorations are not permitted.

Decorations cannot be affixed to any surface or furniture in the facility using glue, nails, tacks, screws or any other method that may cause damage.

Renters may be granted early preparation time or additional tear down time, before and after an event, as long as it does not interfere in any another rental. Renters are responsible for setting up and tearing down the tables and chairs needed for their event.

Renter is responsible for the cleanup and the removal of trash, which can be discarded in the village's dumpster, located at the rear of the facility. Facility should be left in the same condition as it was found by removing decorations, wiping down tables and sweeping the floor if needed. The tables and chairs should be dismantled and placed in their carriages. Any additional cleaning required to be done may result in a bill of \$25 sent to the renter. Failure to clean or care for the facility may result in the denial of future rental requests.

Any items that are left after the event will only be kept for 7 days. Renter will be notified of items left and if not claimed within the 7 day timeframe, they will be discarded.