



Rental Policy

- 1) Riverbender.com Community Center (RBCC) is available for rental from **8:00 a.m. until 10:00 p.m. Monday through Friday, 1:00p.m. until 11:00 p.m. Saturday, and 1:00 p.m. until 10:00 p.m. on Sunday.** Music is confined to inside the building and **must be concluded by 10:30 PM.**
- 2) **SUPERVISION:** The Renter is responsible for providing adequate supervision of guests during rental. All activities involving children and young adults must be supervised by responsible adults as follows: for preschool children up to age six, one adult chaperone for every five children; for children ages six through thirteen, one adult chaperone for every seven children; for children ages 14 through eighteen, one adult chaperone for every ten children.
- 3) **ALL PARTICIPANTS** must abide by the rules when using the facility and any misconduct will not be tolerated. RBCC staff will be present at all times and is responsible for general supervision of the facility. RBCC staff has the authority over enforcement of the rules governing the building. By booking your party online you are agreeing to all rules and regulations that apply in the following document.
- 4) **Persons and/or organizations renting the facility are responsible for:**
 - Any damage done to the facility,
 - Leaving the facility clean,
 - Monitoring the conduct of **ALL PARTICIPANTS** and guaranteeing that they follow building rules and are under control throughout the time of the permit.
 - Completing all activities within the hours rented. Failure to vacate the premises at the agreed time will result in an overtime fee.
- 5) **CONTROLLED SUBSTANCES:** No alcoholic beverages are permitted at the RBCC. Absolutely **NO SMOKING** or illegal substances are permitted in the building/outside the building. Staff will be supervising outside as well as inside the center, and any misconduct is grounds for immediate termination of the event with no refunds. If deemed necessary, the Alton Police will be called in an emergency situation.
- 6) **CATERING/FOOD SERVICE:** Professional catering may be used, but not required. Professional caterers shall provide proof of insurance, a valid Health Department permit, necessary vaccinations for employees, and a current business license. The RBCC does not provide linens, utensils, flatware, glassware, or any type of serving vessel. Rental is subject to termination of the event and loss of the security deposit for violation of this policy if, in the sole discretion of RBCC personnel circumstances warrant.

- 7) **DELIVERY AND PICKUP:** Delivery and pickup of equipment must be within the contracted rental period. RBCC cannot accept responsibility for anything delivered to or left on the premises. If any personal/rental equipment is delivered before or left beyond the contracted rental time, the renter will be penalized the overtime charge of \$100 for the first hour and \$50 for each hour thereafter.
- 8) **CLEANUP: All events, including set-up and clean-up time, must be within the facility's rented hours unless otherwise agreed.** The renter is responsible for all trash, food, decorations, and any other items or equipment not belonging to the RBCC before the end of the rental period. If more than routine cleanup by the RBCC staff or contractors is necessary, the RBCC will charge the renter \$50 an hour for each extra hour of cleaning.
- 9) **INSURANCE:** The renter agrees to the following insurance conditions as stipulated by RBCC: The renter hereby agrees to the terms and conditions set forth in this contract and further agrees that liability insurance is the renter's sole responsibility, and the RBCC shall not be responsible for any claims of loss, injury or damages that may result during the rental period. Persons renting the facility are responsible for any monetary damages to property inside or outside the facility during the event. The RBCC is not responsible for accidents, injury or loss of group or individual property. The RBCC may require insurance coverage for any activity.
- 10) **DECORATIONS/FURNISHINGS:** The use of tacks, staples, nails, duct tape, double sided tape, or other adhesives is prohibited. Renters may use scotch tape or blue painters tape. Nothing may be hung from the ceiling. Use of birdseed, confetti, flower petals, glitter, silly string, or rice is prohibited. This includes throwing, scattering on tables, and any other decorative use. Damages will be billed to the Renter and must be paid within 30 days following the event date. All plans for decorations must be approved by the RBCC prior to installation and they must be removed at the end of the rental period.
- 11) **MUSIC:** DJ's and amplified music are permitted. Bass and volume must be kept within reasonable levels; RBCC staff members will monitor the sound. All DJ equipment must be loaded in and out within the contracted rental period. Some rooms have connections for stereos, CD players and/or microphones. Prior arrangements must be made with RBCC staff members if the renter wishes to bring such equipment. Renter may not plug in additional equipment to the RBCC sound system.
- 12) **PARKING:** All vehicles must be parked in designated parking spaces. Fire lanes must be left open. The police may be contacted if renter is in violation. The RBCC is not responsible for towed vehicles. Limited parking is available in the RBCC lot as well as in accordance with the City of Alton parking regulations on the street.
- 13) **PAYMENT:** Full payment is required at the time of booking. If there are damages to the facility the additional cost will be billed to the Renter and payment is due within thirty days after date of event.
- 14) **CANCELLATION POLICY:** A cancellation charge equal to one half the rental fee is charged if a cancellation is made less than 30 days prior to the booking. If a cancellation is more than 30 days prior to the rental date, renter will receive a full refund. The full rental fee is charged for failure to cancel.

15) OVERTIME POLICY: Overtime charges will be applied for failure to vacate the facilities at or before the scheduled conclusion of the booking. The rates will be \$100 for any fraction of the first hour in excess of the rental period, and \$50 for each fraction of an hour thereafter.

16) RENTAL FEES:

ROOM BEING RENTED	Cost Per Hour	
Large Conference Room	\$30	Based on 30 participants
Library	\$20	Based on 30 participants
Atrium	\$100	Based on 30 Participants
Underground Music Room	\$20	Based on 30 Participants
Movie Theater	\$30	Based on 30 Participants

(call for rates over 30 people)

- ***YOU WILL BE BILLED IN ADDITION TO RENTAL FEES IF:***
 - Facility is not cleaned by Renter. It must meet RBCC standards (the same condition as prior to the rental) prior to your departure.
 - There is damage or vandalism to the facility
 - You and your guests do not follow RBCC rules and policies.

PAYMENT AND RESERVATIONS

To confirm your reservation RBCC will email you prior to your event. Payment is due at time of booking. A receipt and confirmation number will be emailed to you after booking your event.

RIVERBENDER.COM COMMUNITY CENTER DISCLAIMERS

IMPORTANT: PLEASE READ THIS STATEMENT BEFORE SIGNING

The renter, as defined below, agrees that if this application for use of the Center's facility is granted, the following conditions are and will be part of the contract between the Center and the renter for said use, and the renter agrees that it is bound by and will comply with each of the following conditions:

1. The term "renter" means that the person or persons who sign this application, each group, organization, or other entity on whose behalf this application is made or who will use the Center's facility if this application is granted, and the officers of said entities. Each and all such persons and entities are deemed to have jointly and severally made and entered into all covenants, promises, and agreements herein contained and are jointly and severally liable, obligated, and bound hereby.
2. The Rules and Regulations and Code of Conduct of the Center, copies of which are provided herein are hereby incorporated and are an integral part of this agreement to permit and use of the Center's facility and will be honored and enforced by the renter and its representatives. They will also comply with all applicable County, State, and Federal laws, ordinances, and regulations. They will use and comply the premises of the Center in a safe and careful manner so as not to injure persons or property in, on, or near the premises. They will not do any act or suffer any act to be done which will in any way deface, alter, or injure any part of the premises.
3. If said premises, or any portion, equipment or furnishing or the Center are damaged or lost by and act, default, or negligence of the participants or any person admitted to the premises by the renter or its representatives, the renter shall pay to the Center, upon demand, such sum as is necessary to restore the Center to its condition prior to such use of the Center facility. The renter assumes full responsibility for the character, acts, and conduct of all persons admitted to said premises, or to any portion of the Center, by or with the consent of the renter or any person acting for or on behalf of the renter.
4. The Center reserves the right to control and manage the entire premises of the Center and to enforce all necessary and proper rules for the management and operation of the same. Staff of the Center also reserves the right, but not the duty, to eject any objectionable persons from the premises, and the renter waives any and all claims of damages against the Center, its Board, in their official and in their individual capacities, resulting from the exercise of this authority.
5. The renter will indemnify, save, and hold harmless the Center and all officers, agents, and employees of said Center and its Board, in their official and in their individual capacities, from any loss, cost, or expense arising out of any liability or claims of liability for loss, injury, or damage to persons or property sustained or claimed to have been sustained or claimed to have been sustained by anyone whomsoever, by reason of the operation, use or occupation of the Center's facility by the renter, whether such use is authorized or not, or by any act, default, or negligence of the renter or its representatives, members, employees, patrons, guests, or any persons admitted to the premises by the renter or its representatives.
6. The Center, and the officers, agents, and employees of said Center, and its Board, in their official and in their individual capacities, are not responsible for property placed in the Center by the renter and are hereby expressly released and discharged from any and all liability for any loss, injury, or damages to persons or property that may be sustained by reason of the use or occupancy of the Center by the renter.
7. Departure time from the facility is specified in the contract. All persons must depart the premises in accordance with the departure time, as stated in the contract.

8. Damages to the facility and/or equipment will be deducted from the security deposit.

9. The renter is responsible for the cleaning of the facility such as trash placed in cans and put outside in dumpsters and spills wiped up.

I have read the terms of the contract and will adhere to the policies of the Riverbender.com Community Center.

Signature of Renter

Date