

**The Village of Antioch  
Parks & Recreation Department  
Indoor Facility Rental Rules & Agreement**

Thank you for choosing the Village of Antioch! To ensure a safe, clean, and enjoyable experience, please review the following guidelines carefully. All renters are **required to read, agree to, and sign** this document prior to renting Village facilities.

***Failure to comply may result in the loss of rental privileges and/or additional fees/charges.***

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### **Preparing for Your Rental**

- You must **pick up a key** for your designated building at our **Village Hall Office (935 Skidmore Dr)** during business hours:
    - Monday–Friday, 8:30 AM to 4:30 PM
    - Keys may be picked up 3 days before your rental
  - Bring a copy of your rental permit
  - You may decorate/arrange the space following these guidelines:
    - Confetti, glitter, and dry rice are prohibited
    - Candles/flames are prohibited; birthday candles are allowed
    - No staples, nails, glue, packing tape or paint allowed; Painters Tape and Mounting Putty may be used with caution
    - No bubbles, bubble machines, foam machines, or fog machines allowed
- Setup Time:** You will have 30 minutes prior to your scheduled rental time to set up tables, chairs, and decorations. Additional setup time may be arranged for an extra fee.
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### **End of Rental Procedures**

- Wipe appliances, counters, tables, chairs, and surfaces
  - Sweep floors and wipe up spills (don't forget the bathrooms!)
  - Remove all food and beverages from refrigerator/freezer
  - Return furniture to its original location
  - Empty garbage cans using outdoor receptacles
  - Close and lock all windows and doors
  - Turn off lights and any appliances
  - The room should be left in the same condition as it was found. All tables and chairs must be returned to their original locations. Failure to comply with the procedures will result in a minimum charge of \$50
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### **Key Return**

- After your rental, **return the facility key to the Antioch Village Hall Office drop box** located just outside the front door of the office entrance at 935 Skidmore Dr.
  - **Keys must be returned within 3 days** of your rental to avoid a key/lock replacement charge of \$500, unless prior arrangements have been made
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### **Additional Policies & Requirements**

- A **rental permit** is required for exclusive use of any facility
  - Permits will not be issued to any individual, group, or business charging admission or selling services without prior written approval from the Director of Parks and Recreation
  - A **valid credit card must be on file** in your household account
    - A **minimum \$50 charge** will be assessed if the facility is left in unsatisfactory condition
    - Additional fees may apply depending on damage or cleaning needs
  - **Payment Policy:**
    - A **50% deposit** is required to secure your date
    - The **remaining balance is due one week prior** to the rental date
  - **Cancellations & Changes:**
    - A **10% administrative fee** applies for cancellations or changes
    - Cancellations must be submitted **in writing at least two weeks in advance.**
      - Cancellations made at least one week prior to the scheduled date will receive a refund of the rental deposit.
      - Cancellations made less than one week in advance forfeit their 50% deposit.
    - The Village reserves the right to cancel or relocate rentals due to:
      - Village programs & events, weather, power outages, safety concerns, or property damage risks
  - **Certificates of Insurance** are required from any third-party service providers (e.g., entertainers, caterers). Certificates of Insurance
    - Must be submitted 5 business days in advance
    - Must list the Village of Antioch as additionally insured
    - Have a minimum coverage: \$1,000,000 per occurrence
  - **Alcohol is not permitted** on Village property without an approved Alcohol Permit (additional fee)
  - **Smoking, gambling, and solicitation** are strictly prohibited
  - **Sales** of goods or services are prohibited without Village approval
  - Indoor rentals include:
    - **30 minutes prior** to your start time for setup
    - **30 minutes after** your end time for cleanup
    - Additional time may be requested for a fee
  - **Children must be supervised** by an adult (age 18+)
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**The Village of Antioch reserves the right to:**

- Modify or update rules for the safety and wellbeing of the community.
  - Deny access or end a rental at any time if rules are violated.
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**I have read and agree to follow all rules and conditions listed above. I understand that I may be held financially responsible for any damage, missing keys, or failure to follow cleaning procedures.**

Printed Name: \_\_\_\_\_

Signature of Renter: \_\_\_\_\_ Date:

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