

# 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 the key for your designated building at the Parks and Recreation Office during business hours:
  - Monday–Friday, 9:00 AM to 5:00 PM
  - **Please Note:** The office is closed for lunch from 1:00–2:00 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, or paint allowed; Painters Tape and Mounting Putty may be used with caution
  - No bubbles, bubble machines, foam machines, or fog machines allowed

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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

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## Key Return

- After your rental, return the facility key to the Parks & Recreation Office drop box located just outside the front door of the office entrance at 806 Holbek Drive
  - **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 indoor 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 one week prior to the scheduled event date are eligible for a 50% refund of the rental fee.
      - Cancellations made less than one week in advance are not eligible for a refund.
    - 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)
    - Must be submitted 5 business days in advance
    - The Village of Antioch must be listed as additionally insured
    - Minimum coverage: \$1,000,000 per occurrence
  - **Room Setup/Layout Requests** must be submitted 5 business days prior to your rental
  - **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
    - **15 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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