

**VILLAGE OF LUDLOW
COMMUNITY CENTER**
202 E. Thomas St. - Ludlow, IL 60949

Phone: (217) 396-1055

Email: clerk.villageofludlow@gmail.com

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RENTAL SPACE FEATURES AND FEES

- Tables & Chairs: 8-foot rectangle tables – 3
 6-foot rectangle tables – 8
 Metal folding chairs – 60
- Kitchen: Full kitchen including sink, refrigerator, electric stove
 Large electric percolator
 Limited number of serving utensils
- Bathrooms: 1 each for men and women
- Availability: Sunday through Saturday beginning at 8:00 a.m.
- Fees: \$150.00 - Rental
 \$100.00 - Security Deposit

RENTAL PROCEDURES

- 1) Complete Rental Application Form and submit to the office along with rental fee and deposit. Fees may be paid by cash or check payable to Village of Ludlow. Applications may be submitted:
 - a) In person to the Village office located at 202 E Thomas St.
 - b) By mail to Village of Ludlow, PO Box 177, Ludlow IL 60949
 - c) Via email to clerk.villageofludlow@gmail.com (mail payments separately)
- 2) Receipt of the completed, signed Rental Application, Rental Fee and Security Deposit are required to hold the reservation.
- 3) A security deposit of \$100.00 is required. The deposit is refundable if certain conditions are met; see rental policies.
- 4) Reservation cancellations must be received by the Village at least 14 days prior to single day events and 30 days prior to multiple day events or the rental fees and deposit will be forfeited. Upon timely cancellation, any rental fees and deposit paid by the renter will be refunded.

POLICIES

Community Center Use

- 1) Renter must be an adult (age 21 or older), a resident or former resident of the Village of Ludlow or Ludlow Township or a business or organization of same. Renter must be always physically present on-site during event.
- 2) Maximum Capacity is 50.
- 3) After 8:30 pm all activities will be confined to the inside of the building.
- 4) **Alcoholic beverages may not be served or consumed anywhere on the premises.**
- 5) Smoking is not permitted anywhere on the premises. Illicit drugs are prohibited on all Village property.
- 6) Pets are not allowed on the premises.
- 7) Village personnel and law enforcement officers will have access to the Ludlow Community Center, including the facilities used by the renter.
- 8) The use of thumb tacks, nails, any pointed fasteners, or tape to hang decorations on walls or ceiling is prohibited. Fasteners such as command hooks may be used but must be removed after use.

Renter Responsibilities

- 1) Any group or individual renting the facility assumes liability for damages to the building and / or equipment during the period of use.
- 2) The Village assumes no responsibility for any personal property, equipment, or furniture brought into the building by the renter or the renter's guests.

- 3) The renter is responsible for knowing and abiding by all ordinances and laws set forth by the Village of Ludlow, Champaign County, and the State of Illinois.
- 4) In the event the renter or any of his or her guests either a) violate any of the conditions set forth above or below or b) exhibit behavior deemed by the Village of Ludlow staff to be disruptive, such behavior shall constitute a breach of the rental agreement and the renter and his or her guests will be required to vacate the premises. In this situation, the Village shall be entitled to retain all rent fees and deposits paid under the rental agreement as liquidated damages.
- 5) The person signing this agreement must be present at the Community Center during the time of the function. No exceptions.
- 6) Renter will leave the premises, interior and exterior, in a clean and neat manner:
 - a) Trash - A large trash can and trash bags will be provided for you. Trash from outside, kitchen, community room, and bathrooms (including baby diapers) must be placed in outside dumpster.
 - b) Tables and Chairs - Wash tables after use and chairs if spills happen. Tables and chairs must be arranged in the order as they were at time of opening and extra tables and chairs placed in storage closet.
 - c) Floors - Broom and mop are provided for use. Floors must be swept and any wet or food spills must be cleaned up.
 - d) Kitchen - If you use any of our kitchen items or appliances, please wash and put away. Do not remove from the premises. Remove your food items from the refrigerator.
 - e) Personal Possessions - All personal possessions and decorations must be removed from the premises when you vacate the building.
- 7) Village personnel will review the condition of the facility after the completion of the rental period. Failure to comply with renter responsibilities stated in #1 above will result in the loss of all or part of the security deposit. This deposit will also be utilized for any damage to equipment or the facility itself. If damages exceed the amount of the deposit, the renter will be billed accordingly.
- 8) Parking of all vehicles must be in parking lot - DO NOT PARK ON GRASS OR ALONG THOMAS STREET.

Security Deposit Refund

- 1) Security deposit is refundable if facilities are properly cleaned by the renter following the event, no damage to facilities or equipment has occurred, and the event ends at its scheduled time.
- 2) Deposit, less any appropriate amount for damage caused or extra time used, shall be paid by the Village within a reasonable time after the rental. Deposits paid in cash will be returned within 7 business days. Deposits paid by check will be refunded within 10 business days.

**VILLAGE OF LUDLOW COMMUNITY CENTER
RENTAL APPLICATION & AGREEMENT**

RENTER INFORMATION

(please print)

Name: _____

Group/Organization: _____

Address: _____

Telephone: (Home) _____ (Cell/ Work) _____

E-Mail: _____

EVENT INFORMATION

Date(s) Requested: _____

Event Times: _____ to _____

Type of Event: _____

Estimated # of Guests Attending: _____ (Building Capacity is 50)

I hereby certify that the above statements are true to the best of my knowledge; that I have received and read a copy of the policies governing the use of the Ludlow Community Center; and that my guests and I will comply with the regulations, policies and fee schedule governing the use of the facility.

Signature of Renter

Date

---- For Office Use Only ----

Date Received: _____

Date Rental Fee Paid: _____

Date Deposit Paid: _____

Official's Initials: _____