



Wayne & Ila Blakeney Community Building Rental Agreement

Date of Rental:	Phone #:
Name of Renter and/or Organization	
Mailing Address	
Purpose of Rental	

Rental Rate is \$100.00 per day plus a \$50.00 Refundable Deposit. Rate may be increased based on the above purpose. **Refunds are based on the cleanliness of the building after rental and abiding by the set of rules** given to you at the time of signing this agreement.

Beverages that contain alcohol are strictly prohibited in the community building or Ward Park at any time!

I agree to the above terms and the rules that have been given to me. I will protect the property of the Village of Ridge Farm.

Signature _____ Date _____

~~~~~For Office Use Only~~~~~

|                        |               |                     |                                       |
|------------------------|---------------|---------------------|---------------------------------------|
| Rent Paid: 10-00-41250 | Deposit Paid: | Date:               | Deposit Refunded Date:<br>10-20-70230 |
|                        |               | Cash Credit Check # |                                       |
| Key #:                 | Issue Date:   | Return Date:        |                                       |

# Ridge Farm's Wayne Blakeney Community Building

Please Respect the Building and Our Park

14 Tables and 84 Chairs Set Up

- **No Alcohol Allowed.**
- No Smoking in the Building.
- No Animals in the park or buildings.
- Take a picture of the area before and after, for your record.
- Place all tables and chairs back where you found them.
- **DO NOT** remove the tables and chairs from the building.
- Please **DO NOT** stick tape to the walls or use push pins to secure decorations.
- There are Bulletin Boards available, utilize them.
- Sweep and mop all floors.
- Clean up all spills.
- Clean the oven, stove, microwave and the refrigerator after use.
- Make sure no food is left behind anywhere.
- Wipe down all tables and chairs.
- Follow all rules for the sinks.
- Clean up and change the trash in both bathrooms.
- Do not put trash in the recycle trash can. This is for pop cans only.
- Take out trash. Place all bagged trash in the dumpsters on the south end of the building.
- Trash cans use 33-gallon bags. The Village of Ridge Farm **DOES NOT** provide them.
- Broom, dustpan, mop, bucket and a vacuum are provided, make sure they remain there.
- All other cleaning supplies needed; you will need to supply. They are **NOT** provided.
- Bring your own supplies such as coffee, filters, tea bags and paper goods needed.
- Paper towels and toilet paper need to be brought also, dish towels you will need.
- The Village of Ridge Farm **DOES NOT** provide any of these above items.
- All windows and door are to be shut and locked when you leave.
- Please adjust the thermostat to the original setting. Summer 75, Winter 64.
- Make sure to shut off ceiling fans and all lights when you leave.

We have several groups who use the building on a regular basis. Please respect their property.

If the building is not cleaned, or damage has incurred, your deposit will be forfeited. Based on the damage, additional fees may apply. The Village of Ridge Farm retains the right to refuse to rent the building to your group in the future.

If there are any problems during your rental of the building, you may call the Village Hall, Mon, Tue, Thur and Fri 8:30 am to 1:30 pm and Wed 1:00 pm to 6:00 pm 217-247-2239. After hours, please call Heather Flessner (217) 799-8003, Emergencies contact 911.

RIDGE FARM WAYNE BLAKENEY COMMUNITY BUILDING

CHECK OFF LIST

SIGN AND RETURN WITH KEY

\_\_\_\_\_ Tables and chairs are where you found them.

\_\_\_\_\_ All surfaces have been cleaned.

\_\_\_\_\_ Floors have been swept and mopped.

\_\_\_\_\_ All trash has been taken out to the dumpster.

\_\_\_\_\_ Correct size trash bags have been replaced in proper container.

\_\_\_\_\_ Kitchen has all items back in their proper places.

\_\_\_\_\_ Kitchen appliances are clean, and no food left behind.

\_\_\_\_\_ Bathrooms are restocked and clean.

\_\_\_\_\_ Ceiling fans and lights are off.

\_\_\_\_\_ Thermostat is on original setting: Summer 75- Winter 64

\_\_\_\_\_ Windows and doors are shut and locked.