

LEWIS E. BROWN COMMUNITY CENTER

Conference Room Rental Agreement

COUNCIL UPDATE APPROVED 7/1/2026

Application Date: _____ Requested Event Date(s): _____

1. RENTER INFORMATION

Name: _____

Organization/Business (if applicable): _____

Address: _____

Phone: _____

Email: _____

2. RENTAL INFORMATION

Date of Use: _____

Purpose of Meeting/Event: _____

Expected Number of Attendees: _____

Rental Start Time: _____ Rental End Time: _____

Total rental time includes setup and cleanup.

3. RENTAL FEES

Rental Fee: \$ _____

Security Deposit (if required): \$ _____

Total Due: \$ _____

Payment must be received prior to the scheduled rental date.

4. FACILITY RULES

The renter agrees to:

1. Use only the conference room and approved common areas.
 2. Maintain a professional and respectful environment.
 3. Leave the room clean and orderly.
 4. Dispose of trash in designated containers.
 5. Return tables, chairs, and equipment to their original arrangement unless otherwise instructed.
 6. Follow all instructions provided by Village staff.
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5. PROHIBITED ACTIVITIES

The following are prohibited:

- Smoking, vaping, or use of tobacco products
 - Illegal drugs or controlled substances
 - Open flames or candles
 - Weapons prohibited by law
 - Activities that disturb other facility users
 - Damage to facility property
 - Any other unlawful conduct
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6. DAMAGE AND LIABILITY

The renter accepts responsibility for any damage caused by the renter, guests, attendees, or vendors during the rental period. The renter agrees to reimburse the Village for repair, replacement, or cleaning costs resulting from damage beyond normal wear and tear.

7. CANCELLATION POLICY

- Cancellations made at least 7 days before the event may receive a full refund.
 - Cancellations made less than 7 days before the event may be subject to forfeiture of rental fees.
 - The Village reserves the right to cancel reservations due to emergencies, facility issues, or circumstances beyond its control.
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8. RIGHT OF ENTRY

Authorized Lewis E. Brown Community Center staff may enter the conference room at any time for safety, maintenance, emergency response, or policy enforcement purposes.

9. AGREEMENT

By signing below, the renter acknowledges that they have read, understood, and agree to comply with all terms and conditions of this Agreement.

RENTER

Printed Name: _____ Signature: _____ Date: _____

LEWIS E. BROWN COMMUNITY CENTER

Village Representative: _____ Signature: _____ Date: _____

FOR OFFICE USE ONLY

Reservation Approved By: _____ Date Approved: _____

Rental Payment Received: ☐ Yes ☐ No Deposit Received: ☐ Yes ☐ No Insurance Received: ☐ Yes ☐ No

Refund issued: ☐ Yes ☐ No Date Refunded: _____

Additional Notes: