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# Roscoe Township Facility Rental and Usage Policy

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Board Approved

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## INTRODUCTION

This policy contains general information and guidelines as set forth by Roscoe Township (Township) for use of the Facility. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to the general policies and procedures described. Rather, this policy has been prepared as a general reference guide. The Township reserves the right to unilaterally revise, supplement or discontinue any of the policies, guidelines, or procedures described in this policy.

When available, the Township permits individuals, groups, and organizations to use its facilities for functions, meetings and events in order to facilitate public participation and to advance the interests of the Township through increased public support. Events hosted at Township facilities must be educationally based, public service-oriented, or may be private functions approved by the Township and within the guidelines stipulated in this policy.

## DISCLAIMER

*The Township makes no representations whatsoever that any of its facilities and shelters are appropriate and/or compatible with any contemplated activity. Applicants and permit holders are solely responsible for determining if any facility or shelter is safe and appropriate for any intended use. Permit holders are expected to inspect any facility prior and subsequent to each use to identify any unsafe condition and shall promptly advise the Township in writing of any perceived unsafe or dangerous condition.*

*The Township reserves the right to refuse Facility rental due to concerns for the safety of the Facility, and/or due to the nature of the event to be held at the Facility. Events must not compete with, or detract from, the Township's ongoing public activities. Renters shall be required to execute a hold harmless agreement as part of the Rental Agreement.*

**All renters are responsible for making sure that their guests follow all rules and regulations. Deposits will not be refunded to any renter that does not adhere to all aspects of this policy.**

*NOTE: Renters should be aware of the nature of the spaces they are using, and activities should be appropriate for such a setting. Township facilities are limited and their use conditional. There are 49 paved parking spaces, including 2 handicapped spaces, until further expansions, There are another 6 additional spots available on the western line of the parking lot. Three at the NW and three at the SW, for a total of 55.*

## SCHEDULING

### Roscoe Township Community Center (RTCC)

- Rental scheduling requests may be made by email [events@roscoetownship.org](mailto:events@roscoetownship.org) or by phone. Scheduling is not complete until the Facility Rental Application and Agreement (see Appendix A) and fees are submitted within the specified time frame

### Pavilions

- Available for rental beginning February 1<sup>st</sup>
- Renters are required to complete the Facility Rental Application and Agreement (see Appendix A)

## RENTAL RULES AND PROCEDURES

**Reservations** - Reservations must be made at least 10 business days in advance and up to one year prior to the requested date. Rental scheduling requests may be made in person, by email, or by phone. Scheduling is not complete until the Facility Rental Application and Agreement (see Appendix A) and fees are submitted within the specified time frame. Required payments are due at the time of reservation. Applicants must be 18 or older. The applicant is required to provide a photo ID and to sign the application. At the time of application, and before any final decision may be made by the Township staff, each organization or individual must provide a completed application and use agreement including full information concerning the type and purpose of the event being planned, as well as time, number of guests, name of caterer (if applicable), name of individual or organization's representative responsible for payment of fees and damages.

All load-in, set-up, load-out, and clean-up must take place during the rental period. Renter's equipment, supplies, or personal belongings may not be stored or left before or after the contracted rental period without prior approval. The Township is not responsible for lost or stolen items.

These rates and terms have been approved by the Township Board and are non-negotiable. The Township does not share risk or potential loss by providing discounts or other incentives to a renter. The Township's permission to use any facility is not an endorsement of the renter, the renter's event, or the renter's actions, and the renter may not state or imply the Township's endorsement of the renter or the event without the Township's written permission in advance.

Confirmation of the reservation for the use of Township facilities and shelters may be assumed only after receipt by the Township staff of a signed copy of the appropriate Use Agreement and all applicable fees. The agreement will be sent to the renter stating the date and nature of the event as well as the rental fee. When properly signed and returned to Township staff along with the appropriate rental fees, and subsequently signed by Township staff, the Agreement shall serve as a binding agreement between the applicant and the Township. A copy of the signed agreement will be sent to the renter along with a copy of the receipt for payment. The receipt will act as the permit for use and must be with the renter during the rental on site. Use is restricted as stated in the appropriate agreement, established time limits must be strictly adhered to, and any change must be approved **in advance and in writing** by the Township staff.

Large groups (100 plus), or business rentals must also be approved by the Activities Coordinator or Township Supervisor. The Township may charge fees to recover costs to operate, maintain and administer the use of facilities under special circumstances and will be advised to renter, if any such fee is to be charged.

**Food and Beverage** - Renters must provide their own food and beverages or they may utilize professional catering. Renters are responsible for their own catering, linens, dishes, and catering supplies. For events open to the public, renters are responsible for abiding by Winnebago County Health Department rules. Any equipment or decorations brought on site must be delivered and picked up within the reserved time.

### **Food Prep Area Use**

- Food Prep Area use is allowed in the Roscoe Township Community Center (RTCC) per the facility usage agreements.
- Renter is responsible for the condition of the food prep area and/or for the caterer in charge of renter's event. Linens/Towels/Cloths/Dishes/Utensils are the responsibility of the renter.
- Food Prep Area must be returned to the same condition in which it was found at rental
- Renter shall be responsible for clean-up cost if done by the Township.
- RTCC Activities Coordinator must sign off on Food Prep Area before the deposit can be refunded.
- Food Prep Area use is allowed in the Cross Park Pavilion rental per the facility usage agreements.
- Renter is responsible for the condition of the food prep area and/or for the caterer in charge of renter's event. Linens/Towels/Cloths/Dishes/Utensils are the responsibility of the renter.
- Food Prep Area must be returned to the same condition in which it was found at rental
- Renter shall be responsible for clean-up cost if done by the Township.
- Roscoe Township Activities Coordinator must sign off on Food Prep area before the deposit can be refunded.

**Alcohol Usage** - . Alcohol is allowed at the RTCC only when provided by a caterer appropriately licensed by the State of Illinois.

Alcohol caterers must be able to provide proof of event insurance

### **CANCELLATIONS, PERMIT CHANGES, RESCHEDULES, NEW REQUESTS**

All cancellations set forth by the renter must be in writing and will be subject to a cancellation fee. If the cancellation request is not received at least 10 business days prior to the event NO REFUND will be issued. **Weddings require a minimum 60-day cancellation.**

Any changes, reschedules or new requests for use of Township facilities or shelters must be submitted in writing by the designated Renter a minimum of ten (10) business days prior to the requested use date. Scheduling requests received less than five (5) business days prior to the requested use date will be processed as resources allow. Scheduling of facilities and shelters is based on availability.

A rental may be canceled at any time by the Township to ensure the safety of all guests. Examples include, but are not limited to power outage, maintenance issues or other unsafe conditions. In the event of a cancellation, you may request an additional make-up date or receive a full refund. Every attempt will be made to reschedule, however due to other scheduling commitments, space availability cannot be guaranteed. Only one (1) rescheduling of a rental is permitted and Renter must contact staff within five (5) days of the original rental date. A rental that cannot be rescheduled will be canceled.

### **GENERAL INDEMNIFICATION**

The renter agrees that it will pay for all damages to any property of the Township resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the organization, or any of its invitees. The renter also agrees that it will hold harmless and indemnify the Township from and against any and all liability which may be imposed upon it for any injury to persons or property caused by the renter or any other person in connection with the renter's use of the facility named in this agreement.

Businesses and Organizations agree and understand that neither the group nor its officials, officers, members, employees or volunteers (collectively "Group") are entitled to any benefits or protections afforded employees or volunteers of the Township and are not bound by any obligations as employees of the Township. Groups will not be covered under provisions of the unemployment compensation insurance of the Township or the workers' compensation insurance of the Township and that any injury or property damage arising out of any Group activity will be the group's sole responsibility and not the Township's. Also, the Renter and its Invitees are not protected as employees or as a person acting as an agent or employee under the provisions of the general liability insurance of the Township and therefore, the Renter will be solely responsible for its own actions, and those of its Invitees.

The Activities Coordinator will interpret the language of the Roscoe Township Facility Rental and Usage Policy as established by the Township. An appeal of the Activities Coordinator's decision may be made to the Township Supervisor and must be submitted in writing with justification within ten (10) business days from the decision. The Township Supervisor will make a final decision within five (5) business days of the submitted appeal. Any other further action would need to be submitted to the Roscoe Township Board by the next eligible Board meeting.

# APPENDIX A

Roscoe Township Facility Rental Application and Agreement



# Appendix A - Rental Application and Agreement

Requests accepted at the Roscoe Township Office 5792 Elevator Rd, Roscoe, IL 61073

- Facility requests must be made at least 10 days prior to, and up to one year from the date requested.
- The Township shall have at least three business days after receiving request to review the application.
- Rental begins and ends at the designated time stated on the receipt.

## Applicant Information

\_\_\_\_\_  
Name (Individual/Contact Person)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Alternate Contact

\_\_\_\_\_  
Alternate Contact Phone Number

**\*ALL contacts listed must be present during the rental.**

## Event Information

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Event Date

\_\_\_\_\_  
Event Start & End Time

\_\_\_\_\_  
Estimated Attendance

\_\_\_\_\_  
Purpose / Description of Event

## Facility Information

- Facilities must be reserved for a minimum of 2 hours.
- Applicable fees must be paid at the time the facility reservation is made. In addition, a refundable security deposit may be required.
- Additional fees may be assessed, which can result in loss of security deposit. Reasons include, but are not limited to clean-up, garbage, time overages, or staffing.
- Cancellations: Wedding cancellations less than 60 days prior to event will result in forfeiture of all fees

### Roscoe Township Shelters

### Roscoe Township Community Center 4562 Hononegah Rd, Roscoe, IL

Kelley Myers Park (size x 24ft x 45ft)

Multi-purpose Room  
(Capacity: Dining 117 / Lecture 183)

Cross Park Pavilion (size 24ft x 52ft)  
16x16 Enclosed-2 Baths & Concession

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Reservation #: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Initials: \_\_\_\_\_ Special Use Request:  COI Received:

Security Deposit Returned on: \_\_\_\_\_ Security Deposit Held  Reason: \_\_\_\_\_

## Roscoe Township Community Center Rental Types

- Community Meeting – no use of food prep area, no alcohol, minimum 2-hour rental.
- Social Events – such as parties, showers, reunions, dinners - use of food prep area (alcohol allowed only with provided by a caterer appropriately licensed by the Village of Roscoe). minimum 3-hour rental.
- Weddings – use of food prep area (alcohol allowed only when provided by a caterer appropriately licensed by the State of Illinois), use of facility from 9am to midnight Fridays and Saturdays, 11pm on Sundays.

### Facility Rental Fees

Indoor Facilities	Monday – Thursday		Friday – Sunday	
	Township Resident	Non-Resident	Township Resident	Non-Resident
<b>Roscoe Township Community Center</b>				
Community Meeting (2 hr. min)	\$15/hr.	\$35/hr.	\$20/hr.	\$50/hr.
Social Event (3 hr. min)	\$45/hr.	\$105/hr.	\$60/hr.	\$150/hr.
Business Event (3 hr. max)	\$25/hr.	\$45/hr.	\$35/hr.	\$65/hr.
• Refundable Deposit	\$300	\$300	\$300	\$300

Indoor Facilities	Friday or Sunday		Saturday	
	Township Resident	Non-Resident	Township Resident	Non-Resident
<b>Roscoe Township Community Center</b>				
Weddings (all day)	\$1200	\$1600	\$2000	\$2700
• Refundable Deposit	\$1000	\$1000	\$1000	\$1000

Shelters	Township Resident	Non-Resident
<b>Kelley Myers Park Pavilion NO ALCOHOL ALLOWED</b>	\$15/hr.	\$35/hr.
<b>Cross Park Pavilion NO ALCOHOL ALLOWED</b>	\$30/hr.	\$70/hr.
• Refundable Deposit	\$50	\$50

We accept CASH, CHECK or CREDIT CARD a 3% surcharge will be added when using a credit card.

### Insurance Requirements

Roscoe Township may require the renter to provide a Certificate of Insurance verifying \$1,000,000 (**One Million Dollars**) minimum general liability insurance and \$2,000,000 (**Two Million Dollars**) aggregate insurance. Roscoe Township must be named on the Certificate of Insurance as an additional insured. The Certificate of Insurance must include the name of the event as well as the date, time, and location of event. This must be turned into the Township no later than 2 weeks prior to the event. If alcoholic beverages are being served or consumed, police supervision may be required to be provided by the local police at the expense of the renter.

## Facility Rental Guidelines

Applicants are required to abide by the specific rules of the application as well as other Township and local ordinances. Failure to comply may result in the cancellation of the application, loss of rental fees and/or security deposit; cancellation of any current or future permits; and/or law enforcement officials may be called. The Facility Use Rules and Regulations include, but are not limited to:

- The renter must be able to provide a copy of the receipt during the rental and present it to any Township representative upon request.
- The renter is responsible for the behavior of their invitees and enforcing the rules and regulations regarding the conduct of the group while using Township facilities. Including, but not limited to:
  - Township staff **MUST** be respected and obeyed at all times.
  - Any activities deemed inappropriate as indicated by the Township staff are prohibited.
  - The Township cannot be held responsible for lost, stolen or damaged property.
  - Buildings and all equipment must be used and treated appropriately.
  - The rental must take place as described on the application, including the type of activity and the number of guest/participants.
  - One chaperon over the age of 21 years must be present for every ten minors.
  - Rental space is limited to the space specified in the rental agreement or permit.
  - All decorations must be approved by the Activities Coordinator or Township Supervisor. No tape or tacks on the walls or other surfaces, **except on the designated tack line**. Architectural putty may be used. Confetti and/or glitter are not allowed.
  - No substance is allowed that may cause a slick floor: i.e., bubble machine residues.
  - Alcohol is allowed at the RTCC only when provided by a caterer appropriately licensed by the State of Illinois..
  - Illegal substances are strictly prohibited.
  - 430 ILCS 66/65 Firearm Concealed Carry Act: A licensee under this Act shall not knowingly carry a firearm on or into: (5) Any building or portion of a building under the control of a unit of local government.
  - Tobacco use is prohibited inside recreational facilities. State law prohibits smoking anywhere in the building or within 15 feet of any entrance.
  - All garbage must be picked up and placed in the dumpster after each use.
  - Tables and chairs must be returned in the same condition as when rental began.
  - Tables and chairs must be wiped and stacked in the same order as when rental began.
- Facility use may begin at the reserved time. The rental ends at the designated time stated on the receipt. If reservation exceeds the allotted time on the receipt it may result in forfeit of security deposit, fees will be adjusted accordingly.
- Reservations are not transferable. All users will ensure that no unauthorized third party is granted permission to use the facility without Township approval.
- Parking is allowed in designated areas only. Vehicles are not allowed on Township property, other than parking lots, without written permission noted on the permit issued by the Township. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. Renter shall be responsible for any damage to Township property caused by the failure of User or Group to comply with this provision.
- Selling food or other items is not allowed without Township approval and is subject to all Village, County and State guidelines.
- Amplified sound is not allowed in the Cross Park Pavilion. All local ordinances apply.
- Renters shall inspect the facility prior to and subsequent to each use to identify any dangerous or unsafe condition and to determine whether the facility is safe and appropriate for any planned activity.
- Renters shall promptly advise the Township of any perceived dangerous or unsafe condition.
- The use of the Township, logo, or likeness without written permission of Roscoe Township is prohibited.
- All Village of Roscoe ordinances are applicable.
- Renters are responsible for the conduct of their guests.
- Appropriate applications are to be completed for rentals of Township space and may include additional rules and regulations.
- All fees and deposits are due at the time of the reservation

**CANCELLATION POLICY**

Cancellations requested 10 or more business days prior to the event will receive a refund of fees paid less a \$25 cancellation fee. Cancellations requested less than 10 (ten) business days prior to the event will receive a refund of fees paid less the deposit up to a maximum of \$100. In the event that Roscoe Township cancels your reservation, you may reserve another date/time, if available or receive a full refund.

Weddings require a minimum 60-day cancellation notice. Cancellations requested less than sixty (60) business days will result in forfeiture of ALL fees paid.

**RTCC Provided**

- 132 Chairs
- 15 60" Round Tables
- 4 8' Rectangular Tables

**AREA CATERERS (MAY NOT BE ALL INCLUSIVE)**

ABC Catering	815-316-3016
Anna Maria's Italian Restaurant	815-389-2645
Firehouse Pub	815-623-8389
Hoffman House – Janesville	608-690-7575
Hoffman House – Rockford	815-397-5800
Maciano's Pizza & Pastaria	815-633-7500
Mary's Place	815-389-2645
Perfectly Seasoned Catering	815-242-7744
TNT's Catering	608-831-2298

**WAIVER AND HOLD HARMLESS AGREEMENT**

I certify that all of the information I provided on this form is true and correct. I understand that Roscoe Township may verify this information and that misrepresentation may result in the denial of reservation or additional fees.

I understand that Roscoe Township will not be responsible for any property left unattended in the facility, and that I am responsible for reporting incidents of vandalism or illegal activity in the facility by notifying facility staff.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 18 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse Roscoe Township for any and all loss incurred by it in repairing or replacing damage to Roscoe Township property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event of rental who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless Roscoe Township, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agenda, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the application.

I have read and understand all regulations/requirements/agreements and special use regulations/requirements pertaining to my reservation. I do hereby agree to abide by all federal, state, local and Roscoe Township laws, ordinances, rules and regulations (including those related to alcohol consumption) and agree to meet all requirement for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Roscoe Township properties. I understand that lack of meeting all requirements may result in denial or cancellation of the proposed event, and that the failure to follow all rules in this policy may result in forfeiture of mu deposit. In the event that information provided on this form changes or your event is cancelled, please inform Roscoe Township in writing at least 10 (ten) days prior to the event to reschedule, (60) days for weddings.

\_\_\_\_\_ **Print Applicant Name**

\_\_\_\_\_ **Applicant Signature**

\_\_\_\_\_ **Date**

**Rental Fees Due**

	<b>Amount</b>	<b>Notes</b>
<b>Facility Fee</b>	\$	
<b>Security Deposit</b>	\$	
<b>Additional Fees</b>	\$	
<b>TOTAL Fees Due:</b>	\$	

**Payment Made By:**      **CASH**                                      **CHECK**                                      **CREDIT CARD**

## FACILITY RENTAL FAQs

How early can I come in to start setting up?

At your rental start time. If you need additional time to set-up or clean-up, please add that into your rental time.

How do I reserve a facility?

Rental scheduling requests may be made by email to [events@roscoetownship.org](mailto:events@roscoetownship.org) or phone. Scheduling is not complete until the Facility Rental Application and Agreement (*see Appendix A*) and fees are submitted within the specified time frame. Room requests can be dropped off at the Roscoe Township Office at 5792 Elevator Road, Roscoe, IL 61073. . Roscoe Township shall have at least three business days after receiving request to review the application.

When will I get my deposit returned?

Deposits will be processed the week following the event unless damages have been incurred during the rental time. Renters will be notified of the nature and amount of the damages. Deposits paid will be returned by check.

What is the cancellations policy?

Cancellations requested 10 (ten) or more business days prior to the event will receive a refund of fees paid less a \$25 cancellation fee. Cancellations requested less than 10 (ten) business days prior to the event will receive a refund of fees paid less the deposit up to a maximum of \$100. In the event Roscoe Township cancels your reservation, you may reserve another date/time, if available or receive a full refund. Cancellations for weddings require a minimum sixty (60) day notice. Cancellation of a wedding requested less than sixty (60) day will result in a forfeiture of ALL fees paid.

Are there any restrictions with decorations?

All decorations must be approved by the Activities Coordinator or Township Supervisor. No tape or tacks on the walls or other surfaces, except on the designated tack line around the main room. Architectural putty may be used. Confetti and/or glitter are not allowed.

Is alcohol allowed during our rental?

Alcohol is allowed at the RTCC only when provided by a caterer appropriately licensed by the State of Illinois.

How do I make changes to my reservation?

Changes to the reservation must be submitted in writing to Roscoe Township at [Events@roscoetownship.org](mailto:Events@roscoetownship.org) or [mainoffice@roscoetownship.org](mailto:mainoffice@roscoetownship.org) by the person who signed the contract at least 10 (ten) business days prior to the event. Additional fee(s) may apply.

## CAPACITY LIMITS:

<b>Dining – Events utilizing tables &amp; chairs</b>	<b>120</b>
<b>Lecture – Chairs concentrated in rows</b>	<b>183</b>
<b>Standing</b>	<b>300</b>

## EMERGENCY CONTACTS:

<b>Bob Nowicki Supervisor</b>	<b>815-299-6550</b>
<b>Hannah Breault Activities Coordinator</b>	<b>815-375-0655</b>