

STEPHENSON COUNTY FARM BUREAU FACILITY RENTAL POLICIES – 10/01/2024

The following terms and conditions shall govern the use of the premises. Stephenson County Farm Bureau may immediately terminate use of the premises if any of these conditions are violated, may keep all or part of the deposit, and/or may seek actual damages at its sole election:

- The Stephenson County Farm Bureau (“SCFB”) shall always have first priority with regard to use of any and all meeting facilities. The Farm Bureau Manager and/or office staff will keep a master calendar for meeting room facilities and determine all scheduling priorities.
- Room rental charges are per the current posted schedule. A refundable security deposit of **\$200** (which may be waived at SCFB discretion) will be **due at time of booking** and will be refunded upon key return and confirmation of facilities being left in proper condition. Renters during non-business hours must arrange for rental payment and pickup of a key during regular business hours (no later than 12 noon on the last business day prior to the event). Any rentals not paid or keys not picked up by that time will be considered void. **IF A LOST KEY RESULTS IN LOCKS NEEDING TO BE REDONE AND NEW KEYS MADE, RENTER IS RESPONSIBLE FOR COSTS.**
- A **Cleaning Fee of \$100** will be charged in addition to the room rental fee.
- **Rental duration must include time needed for set-up and clean-up** – if an event requires set-up on the prior day, that cost will be added to the fee charged for the rental. If occupancy time exceeds that specified in contract, SCFB reserves the right to keep part of the deposit.
- **Indemnification.** Renter shall hold the Stephenson County Farm Bureau, its officers, employees and affiliates harmless for any liability (including defense costs) for damages to any person and property resulting from the renter’s use of the facilities or any act or omission while using the facilities.
- **Impossibility.** Neither party shall be responsible for failure to perform this Agreement if circumstances beyond their control, including but not limited to: acts of God; epidemic; pandemic; governmental authority; riots; or declared war in the United States; make it illegal or impossible to hold the event. In the event of cancellation of this agreement by SCFB, due to restrictions imposed by any governmental authority due to the coronavirus epidemic, SCFB will notify Renter as soon as reasonably able and will refund any deposits and endeavor to reschedule the event as soon as it can be held in compliance with applicable laws and regulations.
- **Compliance with laws.** Each party will perform its obligations under this Agreement in compliance with all applicable laws, orders, or regulations of all appropriate jurisdictions. Renter will follow applicable state and CDC COVID-19 guidelines while using the facilities.
- **NO alcoholic beverages or illegal substances** will be allowed in the Farm Bureau building, failure to follow this will result in partial or complete deposit forfeiture.
- **NO Smoking is permitted in the building, whether tobacco, Vaping, THC/Marijuana or any other illegal substances.** Smoking of legal substances only is permitted at least 15 feet from building entrances, failure to follow this will result in partial or complete deposit forfeiture.
- No evening functions shall start after 8:00 p.m. and all evening functions shall be concluded (including clean-up) **no later than 10:00 p.m.**
- Renter must furnish protection from any materials that would stain or permanently damage the room or the contents. **RED PUNCH IS PROHIBITED** as those stains are nearly impossible to remove. **SCFB reserves to right to keep all or part of your deposit if stains are detected that are deemed excessive.**
- All food and refuse materials are to be bagged in a standard trash bag and taken to the dumpster off Walnut Ave. parking lot (not in the back-storage area or loading dock near the FB office). Extra trash bags will be provided. **DO NOT PUT LIQUIDS IN THE TRASH BAGS – DUMP THEM OUT!**
- Tabletops should be cleared of meeting materials, refreshments, containers, etc. **Clean-up should also include any trash that may have been left outside and in the parking lot areas, such as balloons and glitter/confetti.**
- Decorations, tape etc. must be completely removed and must not cause damage to floors, walls, or ceilings. **GLITTER, CONFETTI, CONFETTI-LIKE MATERIALS/DECORATIONS, AND CANDLES ARE PROHIBITED – any signs of their use may result in loss of deposit.**
- If you use balloons for decorations, make sure that helium balloons are not wrapped around the ceiling fans. If strings from the balloons become tangled in the fans, you will be responsible for any cost in removing the strings and any damages incurred.
- Because of the possibility of multiple functions occurring in the building simultaneously, proper adult supervision must be guaranteed and provided by each user. Children are not to be allowed to run throughout the building or the outside premises. **The renter of the facility assumes responsibility for the behavior and conduct of all members of their group.** All areas of the building other than the rented room, common hallways, kitchen areas, and restrooms are strictly off-limits. Any complaints regarding improper behavior may result in forfeit of deposit.
- Lights and appliances must be turned off and exit doors locked before leaving, failure to do so may in result partial retention of deposit.

- **DO NOT STAND ON CHAIRS FOR ANY REASON** – broken chair seats cost \$35 each and complete chairs are \$90 and will be taken out of the deposit. There is a heavy-duty step stool in the kitchen.
- Thermostats must not be set below posted levels. Any complications resulting from improperly adjusted thermostats (condenser freeze-up, etc.) may result in forfeit of deposit at the sole discretion of the FB Manager and/or staff.
- Kitchen and bathrooms should be checked for running water before leaving and left in good condition. Toilets should be flushed and clean.
- Key must be returned to Stephenson County Farm Bureau within 48 hours of use unless other arrangements are made.
- Exterior doors left unlocked once you leave the building will result in forfeiture of your entire deposit, unless another group is still in the building and this has been discussed in advance with Stephenson County Farm Bureau staff.
- Specific room set up instructions (placement of tables and chairs) must be received by 4:00pm 10 days prior to an event or SCFB reserves the right to determine the room set up.
- Cancellations of reservations must be made by 4:00pm 10 days prior to an event or a \$25 cancellation fee will be imposed.
- All reservations must be made 10 days prior to an event. After that manager approval is needed and absolutely no reservations for an upcoming weekend can be made after 4:00pm the Wednesday prior.

NAME OF GROUP/PERSON: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ CELL: _____

DATE REQUESTED: _____ START TIME: _____ END TIME: _____

PURPOSE OF EVENT: _____ ROOM (S) REQUESTED: _____

SET-UP INSTRUCTIONS: _____

SPECIAL NOTES: _____

DATE DEPOSIT PAID: _____

RENTAL FEE DUE: _____ CLEANING FEE DUE: _____ Total Fees Due: _____

DATE RENTAL AND CLEANING FEE PAID: _____

DATE KEY PICKED UP: _____ DATE KEY RETURNED: _____

YES, I AGREE TO THESE TERMS: _____

Signature of Renter

Signature of SCFB Representative

Event Detail Confirmation: This will be filled out when renter picks up keys and pays room rental fees.

By signing you are agreeing that your group will not enter the building prior to _____ and will leave the building at or before _____. A failure to do so may result in the Stephenson County Farm Bureau keeping some or all your deposit.

Renter Signature: _____ Date: _____

Deposit return Details:

Was the deposit returned in full: Yes or No

If no, please include details of how much and why the deposit was kept:

Renter Signature to confirm deposit has been returned _____ Date: _____

Farm Bureau Staff member signature: _____