

Savoy Recreation Center Reservation Policies

Rental Procedures

- Application for use of the facility may be made in person at the Savoy Recreation Center, Monday-Friday, 8:30am – 4:00pm.
- Written applications must be made on the form provided by the Recreation Center and signed by the adult assuming responsibility for the group.
- Rental charges are subject to change upon the Village of Savoy Board of Trustees Approval.
- When the permit is completed, signed and returned to the Recreation Center, it will become subject to the approval of the Recreation Center Director. A copy will be returned to the applicant within seven (7) days.

All customers must submit two (2) forms of residency verification in order to receive a discount on facilities where a residency discount is applicable.

All rentals must be paid for in advance, **via cash or check**. The Savoy Recreation Center does not accept credit or debit cards. A security deposit is required at the time of the reservation to reserve a room for any event. **For groups of 40 or more, the balance must be paid no later than 30 days prior to the event. If payment is not received 30 days prior to the event, the Savoy Recreation Center will cancel your reservation and withhold the security deposit. For groups of 39 or less, the balance must be paid no later than 2 weeks prior to the event.**

Once the balance of the permit is paid, the security deposit will become a damage deposit. Please see policies regarding damage deposits on the following pages.

Residents of the Village of Savoy can make reservations one year to the day in advance of your event. Non-Residents will be allowed to make reservations 9 months to the day in advance of your event.

Reservations for rental outside of the Savoy Recreation Center's normal hours of operation will require approval by the Recreation Center Director. There will be an additional \$15 per hour staffing fee applied to the rental in these cases.

Reservations for the recreation center on designated City holidays will require approval by the Savoy Recreation Center Director. Special holiday rates may apply at staff discretion.

Groups of minors (under 18 years old) must be supervised by 1 adult for every 10 minors. The permit must be issued to the adult supervising the function. Individuals between the ages of 18 and 21 years of age will only be allowed permits for events without alcohol.

Rental Categories

1. Residents: Individuals, organizations, clubs or groups within Savoy.
2. Non-Residents: Individuals, clubs, and organizations outside of Savoy.
3. Non-profit Groups: Civic, charitable, youth and religious groups (includes homeowner groups).
4. For Profit Groups: Corporate groups

Rental Time Requested

- Rental times are required upon making the reservation. Rental fees are applied for set up/cleanup and actual event time. The permittee will be obligated to pay for additional set-up time required by a caterer if applicable.
- All activities must be concluded no later than 12 a.m. (including clean-up time). All persons associated with your event must vacate the premises when the permitted time expires. Events that go over contracted program time will be subject to a \$50 per each half hour, or any part thereof, fee after the original event listed ending time.
- All gymnasium and activity room rentals have a two-hour minimum charge, subject to additional fees for after-hour rentals.

Permit Changes/Revisions

- A \$25.00 administrative fee will be assessed for all revisions with the exception of additional time added to an existing permit.
- A minimum of 30 days advance notice is required to revise an existing permit or to add an alcohol damage deposit. The permittee shall be required to pay for additional services and equipment not requested in advance at time of revision. Changes and revisions to an existing permit will not be allowed within 30 days prior to the scheduled date.

Cancellation Policy

- The Savoy Recreation Center reserves the right to cancel any reservation contract and/or equipment request upon two weeks notice. This shall be done when it is deemed necessary to do so and in consideration of the First Amendment Rights of the applicant.
- If your group must cancel a reservation, the following policy is in effect:
 - Written cancellation given 2 weeks or less before event: No Refund
 - Written cancellation given 3-7 weeks before event: 25% Refund
 - Written cancellation given 8 weeks or more before event: Full refund.
 - The damage deposit will be refunded.
- Events can be terminated by the Recreation Center due to emergency or breach of rules and regulations.

Refunds/Damage Deposit Refunds

- Refunds will be mailed to the permittee. A check will be mailed for the appropriate amount approximately 4 to 6 weeks after the date of the event or after a cancellation has been made.
- Damage deposit refunds will be processed after your event if the facility is left in a satisfactory condition, nothing is broken, and the event ends at its scheduled time.
- The Savoy Recreation Center will deduct additional charges from the damage deposit relating to, but not limited to, additional maintenance time, additional facility use time and equipment or property damage during your event.
- If the amount of damage caused by the renter to the facility or other Village property, and/or additional Village expense caused by the user's violation of this Agreement and Savoy Recreation Center policies, exceeds the amount of the damage deposit, then the renter is liable for such additional costs and agrees to pay such costs on written notification from the Savoy Recreation Center.

- If Police authorities, Fire Department authorities, or other Village staff are called to address an issue or disturbance at your event at any time, your damage deposit will be withheld.
- The Savoy Recreation Center reserves the right to hold the user's damage deposit in its entirety if user does not follow specified Savoy Recreation Center policies. This will hold true regardless of whoever (permit holder, guest, or agent of permit holder) was responsible for the breach of policy.

Catering/Alcohol/Insurance Information

- If you choose to have your event catered, you must have your caterer complete the attached "Catering Agreement" form. The Completed "Catering Agreement" form will be due a minimum of 30 days prior to the event. Failure to submit the **completed** form when due will result in the cancellation of your event and the loss of all associated fees.
- Liability Insurance will be required for any event hosted in the Activity Room or Gymnasium where alcohol is present.
- Dramshop is required for any event hosted in the Activity Room or Gymnasium where alcohol is present. Please refer to the Caterer Agreement for more information.
- A General Liability Insurance policy in the amount of \$1 million will be required with the Village of Savoy Recreation Center listed as an additional insured with wording as follows: **"The Village of Savoy, its officers, agents, and employees are hereby named as additionally insured"**
- Proof of insurance and the accompanying endorsement must be submitted a minimum of 30 days prior to the event. Failure to do so will result in cancellation of the event and the loss of all associated fees.
- Customers who wish to serve hard alcohol must go through a caterer or bartender that holds a proper liquor license/insurance and a business license.
- Except for the Activity Room and Gymnasium, no alcohol shall be allowed in any other room, under any circumstances.

Building Supervisor

A Building Supervisor will unlock and lock the facility, answer any questions, and enforce all rules of operation during rentals. The building supervisor(s) will set up the room prior to the designated time allowed for preparation and assist with additional tasks as necessary. **Please report all spills and any problems to the building supervisor immediately.**

Room Set-Up and Special Request

- The Recreation Center Director, in conjunction with the Front Desk Coordinator, must approve decorations, special requests, and the room set-up diagram.
- A room set-up diagram is due 30 days prior to the event (a floor plan of the room will be included in the reservation packet onto which you can sketch your desired room set up). A Building Supervisor will have set up all tables and chairs, in accordance with your set-up diagram, by the time your the program/event is scheduled to begin. Failure to receive a room set-up diagram will result in no set-up being performed.
- Pins, tape, or staples into the walls and partitions in the Savoy Recreation Center are prohibited.
- Decorations must be self-standing in the Savoy Recreation Center. No confetti, glitter, silly string, or fog machines permitted in rooms in the Recreation Center.

- Specific fire code regulations must be followed for candle usage. No open flames allowed.
- The person responsible for reserving the facility must be present for the duration of the rental or nominate a representative who will be. They will be the point of contact for recreation center staff.

Clean-Up Responsibilities

The user has the responsibility of leaving the room as it was originally found. The Savoy Recreation Center will furnish normal cleaning supplies such as trash bags, mops, and sponges. Staff will remove all tables and chairs; however it is the user's responsibility to clean them. A Clean-Up Responsibility Policy Form will be provided when the reservation is made and on the day of the event. This form can be used as a checklist to ensure that the user adheres to all clean-up responsibilities. The times you choose to rent the facility are the only times that facility is available for your use. Set-up and clean-up times should be scheduled within those parameters.

General Regulations

1. Each guest at an event must obey all applicable Village, State and Federal rules, ordinances, laws and regulations. Failure to obey the rules and regulations will result in cancellation of the reservation. Additionally, you may be asked to leave the facility and/or be subject to legal action.
2. User accepts full responsibility for all damages and/or any and all claims of liability.
3. Village of Savoy reserves the right to control and manage the premises, enforce all necessary and proper rules, and to enter the premises and exercise this authority at any time.
4. The person or organization to which the reservation is issued assumes all responsibility for use of the facility. Reservations cannot be transferred, assigned or sublet. The reservation holder or their delegate must be in attendance at all times.
5. Only Village of Savoy vehicles are allowed on the Savoy Recreation Center grounds. You may park only in designated parking areas, including the time spent loading and unloading your vehicle.
6. The rooms reserved exclusively for your activity are included on your reservation. You may not use other rooms in the facility.
7. The Recreation Center requires that electrical equipment is not to be operated without written approval from the Center Director.
8. Renter must stay until the entire party has left.
9. Abusive language or conduct to other patrons or Recreation Center staff will not be tolerated and will cause the person or persons involved to be asked to leave the premises.
10. The Recreation Center reserves the right to limit the number of people allowed in the area rented.
11. The Recreation Center has the right to assign a staff member to supervise the event.
12. The Recreation Center retains the right to prohibit excessively large audio equipment that may be considered a nuisance or disturbance to the surrounding community. Equipment that may cause power failure to the facility will be prohibited.
13. Gambling is prohibited. Gambling is defined as: "giving of value for the possibility of obtaining the operation of an element of chance."

14. Commercial or profit-making activities are not allowed. You may not charge admission fees, sell products, or solicit donations without prior special approval by the Savoy Recreation Center Director or the assigned representative.
15. Non-Profit and Charitable activities are subject to the Savoy Recreation Center Director's approval.
16. Smoking is prohibited on the Savoy Recreation Center grounds.
17. The display of banners and/or signs is prohibited.
18. **The use of duct tape is prohibited.** Use of other adhesives must be approved by the Front Desk Coordinator or Director.
19. No confetti or glitter is permitted in or around the Savoy Recreation Center.
20. No soliciting is allowed in or around the Savoy Recreation Center.
21. After thirty (30) days, items left behind from your event become the property of the Village of Savoy.
22. The Savoy Recreation Center is not responsible for accidents, injury, illness, or loss of group or individual property.
23. Specific fire code regulations must be followed for candle usage. No open flames will be allowed. Call the Reservation Office for further details.
24. Proof of insurance and/or Dramshop may be required, depending on the type of event.
25. Birdseed may be thrown outside the Recreation Center at wedding receptions; no rice is allowed.
26. Anyone violating the established rules and regulations or constituting a public nuisance may be required to leave the facility and your deposit may be withheld.
27. The Recreation Center reserves the right to reject any request for reservation of its facilities.
28. Please do not offer gratuities to Recreation Center employees, as they have been instructed not to accept them.

Clean-up Responsibility Policies - Recreation Center

STAFF

The Savoy Recreation Center provides staffing for events. Their primary responsibility is to set up all tables and chairs prior to an event and to remove all tables and chairs following an event. They will be responsible for **light** cleaning only. A building supervisor(s) will remain on the premises for the duration of the event. The supervisor(s) will provide the user with guidance for all of the items listed below. They will also provide any materials to aid in cleaning, such as brooms, mops, and trash bags.

USER

The user bears the responsibility of leaving the facility in the same condition as it was found. Failure to comply will lead to forfeiture of all or part of the renter's damage deposit.

In Order to ensure a full reimbursement of the damage deposit, the user must meet the following criteria:

- _____ All floors are swept or vacuumed and mopped (if necessary), and restored to the same conditions they were at the start of the event
- _____ All bottles, cans, cups, etc. are removed from the premises and put in the proper waste bin
- _____ Tables and chairs wiped clean of food and beverage spills
- _____ Any "wet spills" on floor mopped (wet spills must be addressed at the time they occur)
- _____ Trash bagged and transferred to the designated area
- _____ Kitchen area clean and cleared of any food or debris
- _____ Wet bar area clean, including countertop
- _____ Lights turned off

Additionally, events must conclude at the time specified on the Reservation Contract. The Savoy Recreation Center does not permit adding additional time to a function the day of the event. If for any reason time does exceed designated for clean up, the permittee's damage deposit will be forfeited and public safety may be dispatched. Before departing, it is of utmost importance that the user checks with the staff supervisor to ensure that the facility is in fact "clean." This will aid, however not guarantee, in insuring the entire amount of the damage deposit is reimbursed to the permittee.

Group Name _____ Event Date _____

Name of person completing checklist _____ Phone # _____

Address _____

Signature _____

PLEASE COMPLETE THIS DOCUMENT AND RETURN BEFORE LEAVING THE FACILITY

~~For Office Use Only~~

Condition of Facility

Above Average _____

Average _____

Below Average _____

Additional Comments:

EMERGENCY/NON-EMERGENCY PHONE NUMBERS

Emergency Phone Numbers

Police.....9-1-1
Fire.....9-1-1
Ambulance...9-1-1

Non-Emergency Phone Numbers

Savoy Fire Department.....(217) 359-5814
Savoy Police Department.....(217) 333-8911
Illinois Poison Center.....(800) 222-1222
Champaign County Sheriff.....(217) 333-8911
Savoy Municipal Building.....(217) 359-5894

WHEN CALLING AN EMERGENCY NUMBER, PLEASE FOLLOW THE PROCEDURES LISTED BELOW:

- 1) WHERE YOU ARE LOCATED -** Savoy Recreation Center
402 Graham Drive
Savoy, IL 61874

LET THEM KNOW THE EXACT ROOM YOU ARE IN. IT WILL BE ONE OF THE FOLLOWING:

ACTIVITY ROOM (carpeted)
GYMNASIUM
CONFERENCE ROOM
WEIGHT ROOM
AEROBICS ROOM

- 2) WHAT HAPPENED?**
- 3) HOW MANY PEOPLE NEED HELP?**
- 4) WHAT IS BEING DONE NOW?**
- 5) REMEMBER TO ALWAYS HANG UP LAST.**