

## 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, 7:30am – 3:30pm.
- Written applications must be made on the form provided by the Recreation Center and signed by the adult or renter assuming responsibility for the group (permit holder).
- 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 Front Desk Coordinator.
- **Please Note:** Unless otherwise indicated, 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.”**

**Approved renters acknowledge responsibility for themselves as well as their guests in accordance with the following rental policies.**

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 in advance, **via cash, check or credit card (Visa, MasterCard, or American Express)**. A security deposit is required at the time of the reservation to reserve a room for any event. **For groups of 30 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 29 or less, there is a 3-week minimum notice of reservation and payment is due at the time of the rental reservation. All rentals are subject to room availability.**

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.

Both residents and non-residents of the Village of Savoy can make reservations one year 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 Front Desk Coordinator and/or the Recreation Center Director. There will be an additional \$15 per hour staffing fee applied to after hours rentals.

Reservations for the Recreation Center on designated Village 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 or groups 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 the Savoy city limits.
2. Non-Residents: Individuals, clubs, and organizations outside of Savoy city limits.
3. Non-profit Groups: Civic, charitable, school districts, 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 the customer and/or 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 fee, or any part thereof, 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 14 days prior to the scheduled date.

### **Cancellation Policy**

- The Savoy Recreation Center reserves the right to cancel any reservation contract and/or equipment request without prior 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 terminated by the Recreation Center due to emergency initiated on the part of the renter, or breach of rules and regulations by the renter shall cause the damage deposit to be forfeited. Damage deposit will be returned in full when an event is terminated by the Recreation Center due to an emergency initiated by an unforeseen weather or catastrophic occurrence, extended power outage, plumbing malfunction or building/equipment malfunction NOT caused by the renter and which causes evacuation of the building throughout the length of the rental time.

## Refunds/Damage Deposit Refunds

- For deposits made by check or cash, refunds will be mailed to the permittee. A check will be mailed for the appropriate amount approximately 2 to 3 weeks after the date of the event or after a cancellation has been made. For deposits made by credit card, refunds will be credited back to the credit card company.
- 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 or additional facility use time.
- The renter shall reimburse the Recreation Center the full replacement cost of any equipment damaged beyond minimal repair during the course of the 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 staffs 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 renter's damage deposit in its entirety if renter 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.
- Should the amount of damages to equipment and/or property, violations, additional maintenance/cleanup or facility use time exceed the amount of damage deposit on file, permit holder will be billed for the balance of cost, which will be due and payable upon receipt.

## 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.
- Dram shop insurance 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.
- 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 beer, wine and/or hard liquor 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 or outside on Village property, under any circumstances. Violation of this policy will result in forfeiture of the damage deposit in full and/or termination of the event.

## 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.** Failure to immediately report spills or other problems at the time of occurrence may cause additional maintenance/cleanup, which will, in turn, be deducted from the damage deposit.

## 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 setup diagram.
- A room setup diagram is due no later than 10 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 setup). A Building Supervisor will have set up all tables and chairs in accordance with your setup diagram by the time your program/event is scheduled to begin. If no setup diagram is submitted, the building supervisor will set the room at his/her discretion. Renter will be responsible for any re-arrangement of the setup.
- Pins, duct tape, nails or staples driven into the plastered walls or partitions in the Savoy Recreation Center are prohibited and such violation will result in forfeiture of the damage deposit.
- Decorations must be self-standing in the Savoy Recreation Center. No confetti, glitter, silly string, or fog machines are permitted in any room within the Recreation Center.
- Specific fire code regulations must be followed for candle usage. **No open flames are allowed** other than briefly lit birthday, unity or altar candles, or sterno heaters.
- 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 renter 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 whether such violations are as a result of either the permit holder or any guest.  
*Hint: It is prudent to assign a member of the permit holder's party to be responsible and oversee other guests' conduct and actions in order to insure return of full deposit.*
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 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 unless otherwise contracted to do so. You may not charge admission fees, sell products, or solicit donations without prior special approval by the 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. A smoking receptacle is provided off SRC property for that purpose. Anyone not in compliance with using this designated smoking receptacle in the area provided may be asked to leave the premises.
17. The display of banners and/or signs is prohibited.
18. **With the exception of the brick wall in the Activity Room, the use of duct tape is prohibited.** Use of other adhesives must be approved by the Front Desk Coordinator or Center 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** (see exceptions on page 4). Call the Front Desk Coordinator for further details.
24. Proof of insurance and/or Dram shop 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.

**Acknowledgement of Rental Policies & Procedures**

\_\_\_\_\_

**Renter's Name (printed)**

\_\_\_\_\_

**Signature**

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

**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 Control 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 West 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.**

## 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 (if necessary), and restored to the same conditions they were at the start of the event.
- \_\_\_\_\_ All bottles, cans, cups, etc. are to be deposited in the proper waste bin(s) that are provided for use.
- \_\_\_\_\_ Tables and chairs wiped clean of food and beverage spills. In the event of birthday rentals, **tablecloths and decorations** are to be removed only by Recreation Center staff.
- \_\_\_\_\_ All tables & chairs are folded and neatly stacked against the wall.
- \_\_\_\_\_ Any "wet spills" on the floor must be cleaned (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 cleaned, 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 time 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.

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Group Name \_\_\_\_\_ Event Date \_\_\_\_\_

Name of person completing checklist \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_

**\*PLEASE COMPLETE THIS DOCUMENT AND RETURN BEFORE LEAVING THE FACILITY\***

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~~--For Office Use Only--~~  
Condition of Facility

Above Average \_\_\_\_\_

Average \_\_\_\_\_

Below Average \_\_\_\_\_

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_