

VILLAGE IV ORGANIZATION NOT FOR PROFIT PARTY ROOM RENTAL AGREEMENT

Pursuant to the Village IV Organization Board of Directors actions approved at the April 26, 1989 regular monthly board meeting and amended at the November 20, 1996 Village IV Board Meeting, the following rules and regulations agreement will be entered into by BOTH the member, who wishes to rent the Clubhouse Party Room and Village IV.

The following not for activities are not permitted:

1. Fund raising activities, i.e. Bingo, card parties, etc.
2. Sale or Distribution of foods or merchandise for profit or fund raising
3. Religious Ceremonies, i.e. baptisms, confirmations, etc.
4. Political Party activity or meetings
5. Any activity or ceremonies that feature Food & Beverage, i.e. awards banquets, etc.
6. The use or activity intended by the applicant is prohibited by law.
7. The use or activity intended by the applicant would present an unreasonable danger the health or safety of the applicant or other users of the Village IV Organization's facilities or grounds.

I. AGREEMENT

- A.** All conditions subject to this agreement are valid only when signed by both the homeowner and the Village IV Organization management.
- B.** Any changes to this agreement requires a separate written attachment signed by both parties.
- C. NON PROFIT PARTY RENTALS ARE PERMITTED MONDAY, TUESDAY, WEDNESDAY, AND THURSDAY DURING NORMAL OPERATING HOURS OF THE CLUBHOUSE.**
- D.** A certificate of insurance is required prior to all non-profit party room bookings
- E.** No activity of any kind may be engaged in that will disturb or interfere with the rights and privileges of other members wishing to use other clubhouse facilities.
- F. The HOST must be present at all times during the function.
If the host member is found not to be present:**
 1. The party room rental will be terminated immediately. Guests and members attending the party will be directed to leave the clubhouse.
 2. The host member will forfeit the \$50.00 Damage Security Deposit.

II. **CANCELLATION POLICY**

- A. The member may cancel the party room rental at anytime without penalty.
- B. If the party room rental is canceled by the Organization for any reason a full refund will be made to the member.
 - 1. The Village IV Board has authorized management to deny access to the facilities at its discretion, without recourse or liability to the Village IV Organization, its management, staff, Board of Directors, or individual homeowners, whenever and wherever management deems it necessary for:
 - a. The protection and safety of its members, their guests, and staff or for,
 - b. The scheduling of a priority Village IV Organization clubhouse special event or authorized meeting.

III. **ACCEPTABLE FORMS OF PAYMENT**

A. CHECKS:

- 1. One check **made payable to the Village IV Organization** will be required to accompany the rental agreement. Checks will be accepted from homeowners and qualified leaseholders only. A \$50.00 Security Deposit Check will be attached to the rental agreement. This check will only be deposited as full or partial payment for:
 - i. Repairs of damages to the facilities due to the actions of the member and/or guests attending function.
 - ii. The violation of any of the rules and regulations published in this agreement.

Management will not accept cash for party confirmation payment.

- 2. **THIRD PARTY CHECKS** are prohibited by the Organization's Membership Rules and **CAN NOT BE ACCEPTED.**

IV. **HOST CLEAN – UP RESPONSIBILITIES**

- A. The host agrees to remove all personal property immediately after the function is over. The host agrees to leave the party room in the same condition as received.
 - 1. The village IV Organization will not be held responsible for loss of, or damage to personal items. All personal effects, left in the party room will be stored for a 24-hour period and then disposed of.
 - 2. A general clean up, shall be completed by the host as part of this agreement. A general clean-up includes the bagging of all garbage, sweeping of the party room floor, spot mopping the floors, wiping down kitchen counter tops and appliances, the removal of all unused foods and the removal of any signage, etc. outside the building for the purpose of the party.

- a. If in the opinion of management, conditions warrant additional cleaning, labor charges will appear on the host's \$50.00 Damage Security Deposit Refund Check.
- b. Additional cleaning charges will be billed at the rate of \$40.00 per hour.

V. TIME LIMITS AND CLEANING.

Organizations and Host Member agree that under no circumstances shall they or any of their guests be allowed to remain past 9:30 PM. Organization and Host Member shall leave sufficient time to clean the party room and any other property of Village IV disrupted by Organization, Host member and their guests so that all property of Village IV is returned to its original condition.

VI. PARTY ROOM RENTAL CONDITIONS

A. RESTRICTED USE OF THE CLUBHOUSE FOR PARTIES

The hosting member shall instruct all guests and members attending the party that the use of facilities is

Amended by the Board – 1996:

1. **Limited to the Party Room that remains accessible to the membership on a priority access to them on request.**
2. **The clubhouse television, game tables, lounge, fitness, pool, and spa facilities are not considered part of this rental agreement.**

B. ATTENDANCE LIMITED TO 35 GUESTS AND MEMBERS

Organization and Host Member agree that attendance shall be limited to 35 guests & members (including children). Organization and Host Member agree that they shall at all times maintain an adult (over 18) to minor (below 18) ratio of one adult to every six minors (1:6).

Organization and Host Member agree that they shall immediately notify Village IV management or staff of any unwanted guest in attendance. Further, at no time shall there be fewer than two adults in attendance if any minors are present. Village IV shall have the following powers exercisable at their option with respect to this term:

1. Village IV management or staff may cancel the Scheduled event if at any time
 2. the attendance register exceeds 1:6 and/or fewer than two adults are in attendance coupled with the presence of any minor.
 3. Village IV management or staff may require guests to sign a Booking attendance register upon entering the club.
- C. The homeowner's or lease holder with membership rights must be a member in good standing and must have their assessment payments current at the time of booking and be current at the time of the scheduled party date.**

- D. No activity of any kind may be engaged in that will endanger life or property or create any additional insurance risk. Management reserves the right to be sole judge in this matter.
- E. Village IV Board has authorized has authorized management to deny access to the facilities at its discretion, without recourse or liability to the Village IV Organization, its management, staff Board of Directors, one individual homeowners, whenever management deems it necessary for the protection and safety of its members, their guests and staff.
- F. It is the host's responsibility to notify the club staff of any unwanted guest in attendance. The host will be held responsible for all actions of their guests and/or any Host hired agent or persons. Management may require guests to sign a party register upon entering
- G. No combination of homeowners, each utilizing the (2) guest rules will be allowed the ability to book the club without the non-profit booking check made payable to the Organization and Non-Profit Rental Agreement being signed
- H. The Village IV Organization is an Illinois State Registered Not book or otherwise use Village IV property FUND RAISING OR PROFIT MAKING ACTIVITIES.
- I. Should any aspect of the agreement be broken, the Village IV management reserves the right to terminate the conditions without liability and assess all fees and charges applicable.
- J. The Board reserves the right to suspend all privileges, as authorized in the Organization's Corporate Declarations, of the member(s) who misuses and/or abuses any of the Organization's common interests and recreation amenities.

VII. **ROOM RENTAL RULES AND REGULATIONS**

- A. The host and all guests shall obey all the laws, rules and regulations as set forth by the State of Illinois of Woodridge, County of DuPage, and Village IV Organization as they pertain to and effect the operation of the Organization's.
- B. Members and their guest will use the Organization's facilities at their own risk and accept full responsibility for their actions.
- C. Alcoholic beverages will not be served to anyone. Violation of the **ALCOHOL CONSUMPTION RULES** will result in the **immediate termination of the party and loss of deposit.**
- D. The host member [signer(s) of this agreement] shall be responsible for the behavior of their guests, including other Village IV members and or any host hired agent or persons, for the party.
 - 1. Liability of the host shall include reasonable attorney's fees and other costs incurred by the Organization in the recovery of such damages.

2. The host is responsible for all money's in addition to and not limited by the full amount of the \$50.00 Damage Security Check.

3. Replacement and or repair charges will be based on reasonable costs. Charges will be billed to the host and appear as a lien obligation on the member's Village IV Organization's assessment billing until the account is paid in full.

VILLAGE ORGANIZATION NOT FOR PROFIT
PARTY ROOM RENTAL AGREEMENT
GENERAL RESERVATION INFORMATION

Homeowner's Name: _____ Home Phone: _____
Address: _____ Work Phone: _____
Function Day & Date: _____ Expected Attendance _____
Arrival Time: _____ Starting Time: _____ Time Function will end: _____
Type of Function Planned: _____

RENTAL AGREEMENT

There is to be no inflatables or mechanical ride on or in. On clubhouse property. No bounce houses, slides, ride on or in, no trampolines, etcetera. No exceptions.

By signing this Rental Agreement, I confirm that I have read, fully understand and agree to abide by all of the Village IV Organization's Conditions, Rules and Regulations as set forth in the 5 pages of this Rental agreement which has been given to me and is in my possession. I further confirm by my signing this Rental Agreement that I will be present at all times during the function. **This agreement is null and void unless signed by both the Primary Member and Management.**

MEMBER'S SIGNATURE: _____ DATE: _____

VILLAGE IV MANAGEMENT SIGNATURE: _____ DATE: _____

\$50.00 Damage Security Deposit Check No.: _____

OFFICE USE ONLY

Host arrival time: _____ Host Signature: _____ Staff Initial: _____

Host Sign out Time: _____ Host Signature: _____ Staff Initial: _____

Staff Estimated Attendance _____

Please Note: Village IV Organization reserves the right to cancel any function. With or without notice. For any board members, official business, or any other purpose deemed necessary by the Village IV Management.