

Echo Lake Community Corporation

Community Center Rental Application

I (print full name) _____, hereafter the "Renter," make application to the Echo Lake Community Corporation, hereafter "ELCC," for use of the Echo Lake Community Center, hereafter the "Center."

For consideration of rental:

- I declare that I am the Renter and am a resident of Echo Lake at least 21 years of age and in good standing in accordance with ELCC By-laws.
- I agree to abide by the rules, terms, and conditions set forth in the Terms and Conditions of Use.
- I agree that I will be in attendance throughout my rental. I further agree to enforce the Terms and Conditions of Use as needed and assure responsibility for the behavior of my guests.
- I declare that my event is non-profit in nature, and that neither the Renter nor the Renter's associates or affiliates will profit by rental of the Center.
- I agree to obey State of Illinois and local liquor laws and understand the ELCC does not provide any form of liquor license or liability insurance.
- I understand that this application covers use of the Center only, and that while the adjacent park and beach may be used by the Renter, they will also be available to residents of Echo Lake during the Renter's event.
- I agree to release, indemnify, and hold harmless the ELCC, and/or any member of the ELCC, from any and all claims, responsibilities, and liabilities for the health, welfare, safety, and loss to personal property of the Renter or guests attending the event for which the Center is rented.
- I understand and agree that any misrepresentation regarding the purpose or details of the Renter's event may adversely affect my standing with the ELCC regarding this and future rentals, as well as forfeiture of all or part of my rental fee and/or security deposit.

Renter Signature: _____

Date: ____/____/____

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Rental Information

Requested Date: ____/____/____ Event Start Time: _____ Event End Time: _____

Nature of Event: _____

Number of Attendees: _____ Number of Outdoor Structures: _____ Rental Fee: \$ _____

Renter Contact Information

Renter Address: _____ Renter Phone Number: _____

The ELCC Board of Directors shall be responsible for approving and scheduling the use of the Center. Community events shall take precedent over resident events. Only non-profit events will be approved. No event considered detrimental to the community will be allowed.

Fee Schedule

The rental fee is due at the time of application. In the event of cancellation with a 14-day notice, the rental fee will be refunded in full. Any cancellation with less than a 14-day notice is subject to a \$25 administration fee.

Rental Period	Rental Fee	Deposit	Timeframe
Full Day Use	\$175/day	\$300	Weekdays/Weekends
Partial Day Use	\$20/hour	\$100	Weekdays Only

The Renter will submit a security deposit of \$300 prior to receiving access to the Center. This deposit is refundable in full if the Center and adjoining property are found to be in good condition, free of damage, and the attached Event Conclusion Checklist has been satisfactorily completed and returned.

Outdoor structures of any kind (i.e., moonwalk, tent, bandstand, etc.) require prior approval by the ELCC Board of Directors. An additional fee of \$10 will be charged per structure. Failure to obtain prior approval for a structure may result in damage to underground utilities at the Renter’s liability and expense.

Occupancy

Access to the Center may be obtained as early as 6 p.m. on the day prior to the rental for purposes of setup, provided there are no conflicting rentals. In the event of adjacent rentals, the Rental Commissioner will arrange for access to the Center. It is the Renter’s responsibility to ensure that the Center, park gates, trash bins, etc., are secure from the time access is granted until the rental is completed.

Maximum occupancy of the Center is 75 people, in accordance with NFPA 101, Life Safety Code, 2015 edition (Calculating Occupant Loads in Assembly Occupancies), published by the National Fire Protection Association, and adopted by the Office of the Illinois State Fire Marshal. The event size is therefore limited to 75 people, even if portions of the event are planned to take place outside of the Center.

Terms and Conditions of Use

No motorized vehicles of any kind are allowed in the park, with the exception of making deliveries to the Center. All delivery vehicles must stay on the paved driveway and must be removed from the driveway and parked in the provided parking area upon delivery completion.

Under no circumstances are motorized vehicles to be driven or parked on the grass, as this will damage the septic field. The park gate must be secured throughout the Renter’s event.

Parking is permitted in the provided paved parking area adjacent to the park along S Lakewood Lane. Street parking is prohibited throughout the Echo Lake Community. Should the number of vehicles exceed the parking lot's capacity, additional parking is available at Knigge Park (on Echo Lake Road, across from Echo Lake Entrance 1). The Renter should inform guests of parking constraints and arrange for shuttle service as needed.

All tables and chairs must remain in the Center at all times. Tables and chairs must be washed and returned to the same arrangement as before the Renter's event.

Items stored in the Center kitchen and storage areas are the property of the ELCC and are not to be used by the Renter.

Decorations may be used inside the Center, provided that only masking tape or other materials that will not damage the Center walls or other surfaces are used. Scotch tape or packing tape must not be used. All decorations must be removed by the Renter before vacating the building.

The ELCC does not provide any form of liquor license or liquor liability insurance. The Renter agrees to obey State of Illinois and local liquor laws while renting the Center.

Temporary structures erected in the park require prior approval by the ELCC Board of Directors and are assessed an additional fee. Structures must be smaller than 250 sq ft and, in order to avoid damage to underground utilities, must be secured with stakes not exceeding 12 inches in length.

No fireworks are allowed in the Center, park, or at the beach.

No candles or devices with open flame are allowed in the Center.

No livestock is allowed in the Center or park without prior approval by the ELCC Board of Directors. Renter is responsible for all cleanup associated with livestock.

If the Center is rented for a daytime event, the access device must be returned that evening. If the Center is rented during evening hours, the access device must be returned the morning following the event. The Rental Commissioner will coordinate with the Renter regarding the best time to return the access device. If the access device cannot be returned as arranged, the Renter must make an acceptable alternative arrangement with the Rental Commissioner. A \$20 fee will be assessed for a lost access device.

The attached Rental Event Conclusion Checklist is to be checked off, dated, and returned to the Rental Commissioner along with the access device. Failure to turn in the checklist and access device will result in the loss of the Renter's security deposit.

No event is to exceed beyond midnight. Note: New Year's Eve events may be extended to 1 a.m.

Echo Lake Community Corporation

Rental Event Conclusion Checklist

- _____ Remove all debris, signs, and decorations from the Center, park, and surrounding community, and place it into the dumpster outside the park gates such that the lid can be fully closed. If the garbage dumpster becomes full, overflow garbage must be removed by the Renter and disposed of at the Renter's home. Clean trash can liners must be placed in all trash cans inside and outside of the Center.
- _____ Remove all personal property from the Center.
- _____ Clean the kitchen area, including counters, sink, stove, oven, and refrigerator. Empty the trash can and replace the trash can liner.
- _____ Clean both washrooms, including sinks, toilets, floors, and trash cans. Replace trash can liners.
- _____ Wet-mop all floors. A mop and bucket are located in the supply closet next to the bathrooms.
- _____ Set the thermostat located on the wall outside the kitchen door to 50°F before vacating the Center.
- _____ Turn off all lights when vacating the Center. Light switches are located on the wall to the left of the main entrance. Additional light switches are located near the kitchen, near the rear door, and in the washrooms.
- _____ Lock both doors (front and back) when vacating the Center. The front door can be locked by a long press of the “#” symbol on the keypad. The Renter will be held responsible for any loss or damage resulting from failure to lock the Center doors upon departure.
- _____ Return the access device and completed checklist to the Rental Commissioner.

Renter Signature: _____

Date: _____