

**ILLINOIS ASSOCIATION OF COMMUNITY ACTION AGENICES**

**MEETING FACILITIES RENTAL AGREEMENT**

**THIS AGREEMENT**, when signed and returned shall confirm your reservation on tentative basis.

Customer Name: \_\_\_\_\_

Information: Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

<b>Date</b>	<b>Time</b>	<b># of people</b>	<b>Set-up</b>	<b>Room</b>	<b>Rental Fee</b>

**TERMS AND CONDITIONS:**

- 1. ORDINANCES AND STATUTES:** Patron shall comply with all statutes, ordinances and requirements of all municipal, state, and federal authorities now in force, or which may hereafter be in force, pertaining to the use of the premises.
- 2. DAMAGES:** Patron agrees to be responsible for any injuries sustained to his/her/its guests, invitees, employees, independent contractors and/or agents at the premises. IACAA will not assume any responsibility for any injuries to any such individuals prior to, during, or after a Patron’s function. Patron agrees to indemnify and hold IACAA harmless against any claims, expenses, losses, and/or damages arriving out of Patron’s use of premises.
- 3. TERMINATION:** Either party may terminate this Agreement and the use of the facility at any time hereto by giving to the other party not less than two full week’s prior written notice.
- 4. REFRESHMENTS:** Coffee and tea service is available. No alcoholic beverages can be served or provided by Patron or IACAA.
- 5. ADDENDUM’s:** If attached, reference the Addendum’s to facilities rental agreement.
- 6. RULES:** IACAA reserves the right to establish, at any time, reasonable rules regarding the use of the premises and Patron agrees to be bound by those Rules after receiving written notice of the Rules from IACAA.

**Amendments**

**To Facilities Rental Agreement**

**Terms and Conditions**

1. Any person losing any piece of "IACAA's" rental equipment agrees to pay the full replacement cost of that equipment, including any shipping and handling costs, the day of the loss.
2. Any person removing any piece of IACAA's rental equipment from IACAA's property will be prosecuted to the full extent of the law, and agrees to pay the full replacement costs of that equipment, including any shipping/handling costs and loss of income from that equipment.
3. Any person damaging any piece of IACAA's rental equipment agrees to pay the full cost of repair, if repair is possible or replacement costs within 10 days. Non-repairable equipment shall remain the property of IACAA.
4. Lost rental equipment should be reported immediately.

**RENTAL EQUIPMENT INCLUDES ANY PIECE OF IACAA'S PROPERTY WHETHER IT IS RENTED OR SUPPLIED FREE OF CHARGE.**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_



***ROOM RENTAL RATES & FEES***

<b>MEETING ROOM COMMENT</b>	<b>FOR -PROFIT</b>	<b>NON- PROFIT</b>
Board Room	\$100.00	\$75.00
Training Room	\$150.00	\$100.00

**AUDIOVISUAL AND EQUIPMENT FOR -PROFIT      NON- PROFIT**  
**COMMENT**

Overhead projector	\$ 30.00	\$20.00
TV/VCR      /DVD	\$ 30.00	\$20.00
LCD Projector, ceiling mounted	\$ 75.00	\$50.00
LCD Projector, portable	\$100.00	\$75.00
Laptop Computer	\$ 75.00	\$50.00
Easel, newsprint pad and marker\$ 20.00		\$10.00
Internet connection (single)	\$ 50.00	\$25.00

**BREAK SERVICES      FOR -PROFIT      NON-PROFIT      COMMENT**

Coffee – pot	\$ 10.00	\$ 8.00	
Soda/bottle water	.75	.75	Per item

*All fees are for daily use*



**MEETING FACILITIES RENTAL**

**CUSTOMER Name:** \_\_\_\_\_

**Address:**  
\_\_\_\_\_

**Contact:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **Coffee:** **YES**\_\_ **NO**

**TRAINING ROOM:** \_\_\_\_\_

**BOARD ROOM:** \_\_\_\_\_

**EQUIPMENT NEEDS:**

**COSTS**

Overhead projector \_\_\_\_\_

TV/VCR \_\_\_\_\_

LCD Projector, ceiling mounted \_\_\_\_\_

LCD Projector, portable \_\_\_\_\_

Laptop Computer \_\_\_\_\_

Easel, newsprint pad & Marker \_\_\_\_\_

Microphones \_\_\_\_\_

Internet connection (single) \_\_\_\_\_

**TOTAL COSTS:** \_\_\_\_\_