



2008 Application for Rental of the Lake Court Center 404 Lake Court

Rental Information:

Date: _____ Time in: _____ Time Out: _____
Number of People Attending: _____ Type of Event: _____
Renter Name: _____ Address: _____
(Please Print)
* Signed: _____ Phone: _____

** I/We have read the "Rules for Renting" (below) and agree to follow them and have paid the rental fees.*

NOTE: The rental date is not confirmed until this form is signed and the rental fees are paid to the RCD. Reservations must be made with deposit and rental fees paid at least 30 days in advance. A "First Paid/First Served" policy will be followed. Please make all checks payable to the "RCD". Send this completed application and checks to:

Becky Breckenfelder, 100 Park Drive, Dixon, IL 61021

Rental Rules:

1. The renter is responsible for any breakage and damage to the building and the grounds.
2. The renter is responsible for closing and locking all doors and windows before leaving the property.
3. The renter is responsible for set-up and clean up of the building.
4. The renter is responsible for making arrangements for heat control and/or air conditioning.
5. No alcoholic beverages are allowed in the building at any time.
6. No smoking is permitted in the building.
7. The renter may use the appliances that are present in the building but they must be cleaned before leaving.
8. Music and noise must be held to a reasonable level with regard to surrounding residents. We reserve the right to terminate any event where the people are disruptive, destructive or disrespectful.
9. The library is not included with building rental.
10. The event must be ended by 9:00 p.m. and the clean up completed and the building vacated by 10:00 p.m.

FEES:

(2 checks required – \$50 deposit and rental fee)

Option 1: 4 Hours or Less*

Rental: \$50.00; Deposit: \$50.00

1 hr Setup the day before

or same day (if available): \$10

Option 2: More than 4 hours

Rental: \$100; Deposit \$50

Setup the day before (if available): Free

- Cancellation of rental must be made 30 days in advance of rental date in order to receive a refund.
- Deposit check will be returned or destroyed after a satisfactory inspection of the building is made. If the building or grounds are not clean or are damaged, the deposit will not be returned. Any extra damage to the facilities will be billed to the users. ***If Option 1 users go over the 4-hour limit, the \$100 rental fee applies.**