



## 2012 Application for Rental of the Lake Court Center 404 Lake Court

Date of Event: \_\_\_\_\_ Time in: \_\_\_\_\_ Time Out: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Renter Name: \_\_\_\_\_ Address: \_\_\_\_\_  
(Please Print)

Circle an Option (see below): 1 2 3 4

\* 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 application, checks, and (if applicable, see #5 below), a signed, notarized copy of the Liability Insurance Agreement and a Certificate of Insurance naming the RCD as an additional insured during the event.

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Mail to: LNNLRCD, Attention: Becky; 205 Cuyahoga Drive; Suite A, 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. Alcoholic beverages (beer and/or wine only) are allowed in the building with Liability Insurance Agreement & Certificate of Insurance
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 10:00 p.m. and the clean up completed and the building vacated by 11:00 p.m.

**Rental Options: (separate checks required, one for deposit and one for rental)**

<b>Option 1: No Alcohol, 5 Hours or Less</b> Rental: \$50.00; Deposit: \$50.00	<b>Option 2: No Alcohol, More than 5 hours</b> Rental: \$100; Deposit: \$100
<b>Option 3: Serving of Wine and/or Beer 5 hours or Less</b> Rental : \$100; Deposit \$400	<b>Option 4: Serving of Wine and/or Beer More than 5 hours</b> Rental \$200; Deposit \$400

Set-up for rentals may be arranged on the day before at no extra charge if the LCC is available .

- Cancellation of rental must be made 30 days in advance of rental date in order to receive a refund.
- Deposit check will be destroyed or returned (if S.A.S.E. is attached to application) 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.