

First Ward
LORI BASIEWICZ
JOE POWELL

City of Auburn

Third Ward
LARRY HEMMERLE
TRACY SHEPPARD

Second Ward
BEN ROYER
JASON GARRETT

TOM BEROLA, Mayor
JULIE BARNHILL, City Clerk
CHRIS WARWICK, City Treasurer

Fourth Ward
ROD JOHNSON
BILL KARHLIKER

CITY OF AUBURN, ILLINOIS COMMUNITY CENTER RENTAL AGREEMENT; 116 N 5th St - Auburn Utilities

I, the undersigned, having Auburn City Utilities in my name (or spouse of), do hereby agree to the terms set forth in this agreement:

1. A \$75.00 deposit must be paid within a week of reserving the building.
2. Access to the building will only be granted on the actual date of rental, beginning at midnight.
3. I agree to pay for or replace any items ruined or damaged during my use of this building because of negligence on my part or on the part of my guests.
4. **NO ALCOHOL, NO SMOKING, NO CONFETTI, NO TAPING OR TACKING TO THE WALLS, AND NO HEELY'S** in the building.
5. The following list of items **MUST BE** completed before leaving the building:
 - All food brought in is removed from the building.
 - All tables are wiped off and furniture is returned to its original position.
 - Kitchen utensils and appliances used are cleaned.
 - Floors are swept and mopped. (Brooms and mops are located in the utility room)
 - Black mark and/or scuff marks are removed from the floor, where needed.
 - Garbage in bathrooms and kitchen area is taken out to Flowers Sanitation dumpster behind the building.
 - Restroom is inspected to ensure toilet is flushed and not running,
 - All lights are turned off – light in NW corner always stays ON.
 - Thermostat is reset to appropriate temperature.(Set at 65 in winter and 72 in summer)
 - All doors are locked and the building is secure.
 - Return key to the City Office on your way home. A drop box is available on west side of building.
6. All activities and clean up must be completed by 12:00 a.m. (midnight)
7. Renters must fully comply in order to receive a refund in the amount of \$25. If any portion of the contract is not followed, the deposit will be forfeited, a \$100 fee may be imposed, and future use of the building will be forfeited. Failure to pay the \$100 fee within 30 days (if charged) and will result in gas and water utilities being turned off at the address listed below.
8. **The keys must be picked up during city office working hours, Monday – Friday, 7:30 am to 4:00 pm. THE KEY MUST BE PICKED UP ON _____
If the key is not picked up within working hours, the use of the building will be forfeited and no deposit will be refunded.**
9. **Cancellation less than 24 hours prior to the event only receives a \$25.00 refund. Full deposit will be returned ONLY is cancellation is made more than 48 hours in advance.**

Date of Use _____

Signature _____ Printed Name _____

Address _____

E-Mail _____

Phone Number: _____

FOR OFFICE USE ONLY

Deposit Paid _____ Date Paid _____

Key# _____ Given to _____ Date Key Given _____ Date Key Returned _____

Refunded \$ _____ on _____ by ck# _____

***CITY OF AUBURN – COMMUNITY CENTER
DISINFECTING/CLEANING PROCEDURES***

Due to the ongoing presence of the Covid-19 (coronavirus), the City of Auburn is taking specific precautions in the overall attendance at events planned at the community center as well as proper disinfecting/cleaning after each event.

All events, until further notice, must be 50 people or less.

Cleaning/disinfecting of this public space is crucial in the overall use of this facility and the safety of others renting the building.

Should you have any questions regarding the overall use and expectations of renting the community center, or to report cleaning supplies are running low please contact the city office at 217-438-6151 or e-mail the city office at cityoffice@auburnillinois.us

Thank you for your cooperation in these extra steps needed in the rental of the building and the overall clean up after an event.

DISINFECTING/CLEANING PROCEDURES

In addition to the cleaning guidelines on the community center rental form, we ask the following additional items be cleaned upon leaving the building.

Paper towels and cleaning supplies will be provided for the clean-up of the building.

NO RAGS.

Only disposable items will be used for cleaning.

We ask that all items used be placed back onto the countertop in the kitchen for the next individual renting the building.

On Community Center Rental Agreement:

- Wipe all tables and chairs
- Floors are swept and mopped
- Garbage taken out in kitchen and bathrooms

In addition to the above (Due to Covid-19), we ask the following items be wiped down as well:

- Doorknobs
- Light switches
- Countertops
- Restrooms – including toilets, faucets and sinks
- Handles

ANY AND ALL SURFACES THAT MAY HAVE BEEN TOUCHED THROUGHOUT THE EVENT NOT INCLUDED ON THIS LIST, MUST BE WIPED DOWN PRIOR TO RETURNING THE KEYS TO THE CITY OFFICE.