



VILLAGE of RIDGE FARM, ILLINOIS

8 West Owen Street
217 - 247-2239

Ridge Farm, Illinois 61870

WAYNE BLAKENEY COMMUNITY BLDG BUILDING RENTAL AGREEMENT

I WISH TO RENT THE WAYNE BLAKENEY COMMUNITY BLDG. ON: DATE(S) _____

PLEASE DESCRIBE THE PURPOSE FOR WHICH THE BUILDING WILL BE USED:

IF THE BUILDING IS USED FOR FUND RAISING, SUCH AS AUCTION ETC., PLEASE INDICATE TYPE _____

RENTAL RATE IS \$125.00 PAID IN ADVANCE. RENTAL RATE IS PER DAY. RATE MAY BE INCREASED BASED ON THE ABOVE PURPOSE BUILDING IS BEING USED. THE BUILDING NEEDS TO BE LEFT CLEAN AND ARTICLES ARE PUT BACK IN ORIGINAL POSITION FOUND.

BEVERAGES THAT CONTAIN ALCOHOL ARE NOT PERMITTED IN THE BUILDING OR IN THE PARK AT ALL.

I AGREE TO THE ABOVE TERMS AND HEREBY WILL PROTECT THE PROPERTY OF THE VILLAGE OF RIDGE FARM.

SIGNED: _____

ORGANIZATON _____

ADDRESS _____

PHONE# _____

PLEASE RETURN COPY TO VILLAGE HALL

Blakeney Community Building

RESPECT THE BUILDING

1. No Alcohol allowed.
2. No Smoking in the building.
3. Please place all tables and chairs back where you found them.
4. If existing decorations are removed by your group, please place them back where you found them.
5. Sweep the floor.
6. Clean all oven spills.
7. Wash the counter.
8. Wipe the stove.
9. Mop the kitchen.
10. Take out the trash. Trash cans use 33 gallon bags. The village **does not** provide these. Trash should be placed in dumpsters.
11. Bring your own cleaning supplies. The village **does not** provide these.
12. Bring your own coffee, tea, etc. The village **does not** provide these.
13. Do **NOT** remove tables and chairs from the building.
14. Make sure all windows and doors are shut and locked when you leave.
15. Adjust the thermostat to original setting.

We have several groups who use the building on a regular basis. Please respect the property of others.

If the building is not cleaned, you will not receive your refund. The village retains the right to refuse to rent the building to your group in the future.