



**TERRACE PARK COMMUNITY BUILDING  
RENTAL AGREEMENT**

**Event information:**

Event Name: \_\_\_\_\_ Event date: \_\_\_/\_\_\_/\_\_\_

Hours of event: \_\_\_\_\_ a.m./p.m. to : \_\_\_\_\_ a.m./p.m..

**(Events must conclude by 12:00 a.m.)**

Number of guests (not to exceed 100): # of resident guests \_\_\_\_\_ # of non-resident guests \_\_\_\_\_

If non-resident, name of Terrace Park sponsor: \_\_\_\_\_

Sponsor address: \_\_\_\_\_

Sponsor phone #: home \_\_\_\_\_ cell: \_\_\_\_\_ work: \_\_\_\_\_

Please review and sign "Community Building Cleaning Checklist" (attached).

**Approval:**

Application approved: \_\_\_\_\_

**Please contact the Village Office at 831-2137 if you need to cancel your event.**

**I have read and understand the foregoing rules governing the availability and use of the Terrace Park Community Building. I certify this application is consistent with these rules and in all respects, I agree to abide by them.**

\_\_\_\_\_  
User signature

\_\_\_\_\_  
Village Representative

\_\_\_\_\_  
Date

**"Hold Harmless Clause"**

"To the fullest extent permitted by law, \_\_\_\_\_ agrees to defend, pay in behalf of, and hold harmless the Village of Terrace Park against any and all claims, demands, suits, losses, including all costs connected therewith, for any damage which may be asserted, claimed or recovered against or from the Village of Terrace Park, its elected and appointed officials, employees, volunteers or all others working in behalf of the village of Terrace Park, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of the Village of Terrace Park and/or in any way connected or associated with this contract."

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Village Representative

\_\_\_\_\_  
Date

**ALCOHOL CONSUMPTION IS PROHIBITED; EXCEPT BY PERMIT  
Contact Terrace Park Police for details**



**TERRACE PARK COMMUNITY BUILDING  
CLEANING CHECKLIST**

As a renter of the Terrace Park Community building, I \_\_\_\_\_  
agree to the following cleaning details prior to exiting the property on  
\_\_\_\_\_ (date of the event).

1. Return tables and chairs to original storage area.
2. Bag all trash and place in trash receptacles behind Village Office. The receptacles are located in the fenced storage area.
3. Sweep Community Building floor.
4. Wipe down kitchen counters.
5. Make sure that appliances are turned off.

If these details are not completed, the Village of Terrace Park will assess a \$40.00 cleaning fee.

I agree to these terms.

\_\_\_\_\_  
User signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village Representative