

# COUNTY OF WINNEBAGO

## Memorial Hall Rental Agreement

### **MEMORIAL HALL HAS THREE (3) ROOMS AVAILABLE FOR RENTAL:**

- A. Lower level with space for about 50
- B. Auditorium with space for about 200
- C. Library with space for 75

Meeting rooms may be reserved by groups and organizations up to six (6) months in advance on a first-come, first-serve basis within the priorities listed below. A Memorial Hall Rental Release is required for all rentals.

Veteran's organizations and Memorial Hall's related activities will continue to have first preference for use of the facility with a 30-DAY NOTICE PREFERRED. Veterans may reserve the lower level meeting space on a regular basis (e.g. 1<sup>st</sup> Tuesday of the month). Veterans groups shall not be charged a fee for the rental of meeting rooms, nor for use of the auditorium. Security fees do not apply unless the Building Manager deems additional security is needed, and then a fee may be assessed.

Other groups may use meeting space as available and appropriate. Rates will include all standard security, and opening/closing costs. Events which require security and exceed four hours will be assessed an additional security fee per hour.

### **THE LOWER LEVEL AND LIBRARY MEETING SPACE FEES ARE AS FOLLOWS:**

Monday-Friday	Mornings or afternoons	\$40 (4 hours)
Monday-Friday	Evenings	\$100 (4 hours)
Saturday or Sunday	Mornings or afternoon	\$125 (4 hours)
Saturday or Sunday	All day	\$200

### **THE AUDITORIUM MEETING SPACE FEES ARE AS FOLLOWS:**

Monday-Friday	Mornings or afternoons	\$100 (4 hours)
Monday-Thursday	Evenings	\$160 (4 hours)
Monday-Friday	8 hours before 5:00pm	\$150
Saturday or Sunday	8 hours before 5:00pm	\$250
Friday, Saturday or Sunday	After 5:00pm	\$400

A representative of the organization using the facility must be at the facility at the pre-arranged time to gain access. User organizations will need to have someone at the door to allow others to gain entrance. If a flyer is printed for your event, it will be helpful if you designate which door you wish your members/audience to enter (ex: enter by east door on first floor).

Any group that causes the County to incur any additional clean up of the facility will be charged an additional minimum clean-up fee of \$200. As a result, the group may be denied future use of the building. The County is not responsible for personal property belonging to groups and individuals using the Hall.

All payments shall be made payable to Winnebago County/Memorial Hall and mailed to the address below thirty (30) days prior to the event.

All Rentals' will require a 20% non-refundable deposit at the time of the reservation. The balance is required thirty (30) days in advance of the event or your reservation will be cancelled. The County requires forty-eight (48) hours notice in advance of the scheduled meeting time if bookings must be cancelled. Cancellations without forty-eight (48) hours notice and no-shows may not be refunded. Checks should be made payable to Winnebago County/Memorial Hall and mailed to:

Memorial Hall/Rentals  
211 N. Main St.  
Rockford, IL 61101  
815.969.1999




**OTHER MEETING ROOM GUIDELINES**

1. Individuals representing groups must be eighteen (18) year of age or older.
2. All reservations can be made weekdays with the Memorial Hall Office between 9:00AM to 2:30PM. Groups needing special equipment, clean up, set-up, must provide for this at their own expense and be approved by the hall manager.
3. Memorial Hall shall regulate the opening and closing of the appropriate space as required.
4. Any group that abused the building and/or its contents will be denied permission to use the building in the future. They will also be subject to a minimum charge of \$200 for clean up above their original costs. All groups must follow general safety and security guidelines.
5. **No smoking or alcoholic beverages are permitted on the premises.**
6. All furniture and fixtures belonging to the County of Winnebago shall remain in Memorial Hall and shall not be removed and/or loaned out from the building. No additional decorations or equipment may be brought into the building without the approval of the Building Manager.
7. All groups renting Memorial Hall meeting rooms shall, upon the conclusion of their meeting, promptly remove and properly dispose of all paper, pamphlets, literature, etc. brought into the meeting area. All garbage should be placed in the dumpster on the west side of the building.
8. The applicant is responsible for managing behavior of all attendees. Adult supervision is required for any group of minors. Disregard for meeting room policies, misconduct by participants, or misrepresentation on the application may result in rejection of any organizations future applications. In the even of severe misconduct, County staff may immediately terminate the event/meeting and clear the premises.
9. **Any use of hazardous materials or candles is prohibited.**
10. Provisions of this policy may be waived or amended under special conditions only by approval of the designated County representative.
11. The County does not necessarily endorse the views expressed by any group using its meeting rooms.

**ELECTRICAL SERVICE (OUTSIDE CONNECTION)**

1. All organizations that desire to utilize electrical service from Memorial Hall shall enter into an Intergovernmental Agreement with Winnebago County.
2. The agreement shall include dates of use, fees, and a “Hold Harmless Clause”.
3. Winnebago County shall coordinate connection and disconnection with the electrical contractors and shall record the beginning and ending meter readings.

**Check the box if you have read, understand, and agree to the terms above.**

Signature  	Date  
Name of Organization  	

# COUNTY OF WINNEBAGO

## Memorial Hall Rental Release

The Undersigned, being of lawful age, desires to enter upon the premises of Memorial Hall and use its facilities, and being duly aware of the risk of injury and hazards inherent upon entering upon said premises and using its facilities, hereby elects voluntarily to enter upon said premises and use those facilities.

Therefore, each of the Undersigned for and in consideration of their permission to enter upon and use said premises and facilities, do hereby voluntarily assume all risks of loss, damage, or personal injury, including death, that may be sustained by any or each of the Undersigned which may hereinafter occur on account of or in any way growing out of the entry upon the premises and use of the facilities. The Undersigned also releases the Memorial Hall Board of Trustees, the County of Winnebago, Illinois and its employees and agents from any claims resulting from entry upon the premises and use of the facilities.

The Undersigned further expressly understands and agrees to indemnify and hold harmless the Memorial Hall Board of Trustees, the County of Winnebago, Illinois and its employees and agents against any and all further claims or damages, costs, or expenses incurred by the Memorial Hall Board of Trustees, the County of Winnebago, Illinois and its employees and agents as a result of any accident, injury, or property loss which may occur while the Undersigned is upon said premises and which may result from the negligence of the Undersigned, the Memorial Hall Board of Trustees, the County of Winnebago, Illinois and its employees and agents, third parties, or any combination thereof.

In consideration for use of the described premises, the Undersigned agrees to be responsible for any physical damage or loss, ordinary wear and tear expected to the premises regardless of the cause of damage or loss.

If any portion of the Release is held to be unenforceable, all other parts will remain in effect.

**Placing your initials in the signature box constitutes the same as an actual signature.**

**Check the box if you agree with the above statement.**

**CAUTION: READ BEFORE SIGNING**

Date:

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Print Name

Print Name

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*Signature*

*Signature*

# COUNTY OF WINNEBAGO

## Memorial Hall Rental Form

**POSITIVELY NO SMOKING OR ALCOHOLIC BEVERAGES ARE PERMITTED ON THE PREMISES**

Space Fee: \$ \_\_\_\_\_ For Room: \_\_\_\_\_  
Additional Security Fee: \$ \_\_\_\_\_ Type of Event: \_\_\_\_\_  
Total Rental Cost: \$ \_\_\_\_\_

Name of Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
Street City State/Zip Code  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

*If requesting more than one date, please fill out a separate sheet for each date being requested.*

Event Date:	_____		
Event Time From:	_____	Event Time To:	_____
Time to Open:	_____	Time to Close:	_____
Estimated Audience:	_____		

There are twenty (20) round tables and two hundred (200) chairs available for your use.  
Memorial Hall staff members are not responsible for setup or tear down before or after your event.

### RESPONSIBLE AGENT

Name: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Street City State/Zip Code  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

WINNEBAGO COUNTY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Meeting space reservations need to be made in advance by contacting:

Memorial Hall/Manager  
211 N. Main Street  
Rockford, IL 61101  
815.969.1999