

R. E. Franks Meeting Center

Rental Information

Village of Philo

R. E. Franks Meeting Center

127 W. Washington St.
PO Box 72
Philo, IL 61864

Phone: (217) 684-2562
Fax: (217) 684-2205
www.villageofphilo.com

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RENTAL SPACE FEATURES AND FEES

Thelma Melohn Gymnasium

Overview: The gymnasium is versatile and can accommodate a wide range of events such as wedding receptions, family reunions, athletic practices, stage performances and indoor recreation. The space is 75' x 40' or 3,000 square feet. Maximum capacity: 350 people.

Features: This space features a performance stage, large retractable projection screen, two basketball nets (one retractable), volleyball net hook-up capability, bleachers, scoreboard and two locker-type rooms.

Services: Tables and chairs are provided at no additional charge. Set up and take down service is available for \$100 each (\$50 each for parties less than 100 persons).

Availability: Monday through Friday beginning at noon; Saturday and Sunday all day. (Note: A day care rents the building Monday through Friday from 7:30 a.m. until 5:30 p.m. Per DCFS regulations, when the day care is open renters will only have access to the gym. Restrooms are available in the locker rooms downstairs from the gym.)

Rental Fee: \$25/hour or \$250/day. Reception package: \$500 reserves gym from 1pm Friday through 1pm Sunday. Multiple-use discount: rent four times get next session of same time length free. Philo residents receive a 10% discount. Active U.S. Military personnel receive a 15% discount not to be combined with any other discount.

Gymnasium Entrance Address: 108 W. Madison St., Philo, IL 61864

Sound System

Overview: The gymnasium has an integrated sound system for use by your party, DJ or band. Use is complimentary but requires a damage deposit.

Features: The system can play CDs and accommodates i-Pods. A wired microphone, wireless microphone, sports microphone and stand are available.

Rental Fee: \$20/day for the wireless microphone.

Kitchenette

Overview: The kitchenette may be used to store food when renting the Thelma Melohn Gymnasium. Use is complimentary with gym rental.

Features: The kitchenette has a sink, refrigerator, microwave oven and pass-through counter.

Available Equipment

Twenty-two 8-ft rectangle tables
Thirteen 60-inch round tables
200 folding chairs

Two 50-ft extension cords
Two power strips
Portable 60"x60" screen (\$10/day)

RENTAL PROCEDURE

- 1) Rental information and an online calendar are available at www.villageofphilo.com in the "Franks Center" section. Information may also be obtained from the Rental Coordinator at the Philo Village Office, 127 W. Washington St., Philo, (217) 684-2562, susan@villageofphilo.com. Office hours are 10 a.m. to 1 p.m. Monday through Friday.
- 2) Complete the **Rental Application Form** and submit it along with the **Reservation Deposit** (25% of the rental fee; non-refundable (exception for deployed U.S. Military personnel)). Cash and checks payable to Village of Philo are accepted. Applications may be submitted:
 - a) In person to the Philo Village Office located at 127 W. Washington St. in Philo. Regular office hours are 10 a.m. to 1 p.m. Monday through Friday,
 - b) By postal mail to REFMC, Village of Philo, PO Box 72, Philo, IL 61864, or
 - c) Via e-mail to: susan@villageofphilo.com (the deposit can be mailed separately)
- 3) Once the application is approved, the Renter will be provided with a **Rental Contract** to complete and sign.
- 4) Receipt of the completed, signed Rental Contract and Reservation Deposit are required to hold the reservation.
- 5) A **Damage Deposit** of \$200 is required if the rental period is greater than five hours, if alcohol is served or if the sound system and/or equipment are used. The Damage Deposit is refundable if facilities are properly cleaned by the user following the event and no damage to the facilities or equipment has occurred, and the event ends at its scheduled time.
- 6) The balance of the Rental Fee and the Damage Deposit (if applicable) are due at least 10 days prior to single-day events and at least 21 days prior to multiple-day events. If the **Rental Application Form** is submitted within 10 days of single-day events or within 21 days of multiple-day events then the balance of the Rental Fee and the Damage Deposit are due at the time of application. See #2 for payment information. Providing cash for the Damage Deposit will facilitate a quicker return.
- 7) For certain events, such as receptions, an **Event Details Form** must be completed at least seven days prior to the event. This form asks renters to specify arrival and departure times, equipment needs, and other information to assist the staff in ensuring a smooth event.
- 8) Reservation cancellations must be received by the Village at least 14 days prior to single-day events and at least 30 days prior to multiple-day events or the Rental Fee paid will be forfeited. Upon timely cancellation, the Rental Fee (minus the Reservation Deposit) and Damage Deposit paid by the Renter will be refunded.

POLICIES

Facility Use

- 1) The Renter must be 18 years or older unless alcohol will be served in which case the Renter must be 21 years or older. The Renter must be physically present on site at all times during the event.
- 2) Maximum capacity in the gymnasium is 350 people.
- 3) No smoking is permitted inside the REFMC. Drugs are not permitted in the REFMC or on Village of Philo property.
- 4) From 7:30 a.m. to 5:30 p.m. Monday through Friday, renters have access to the gymnasium and its locker room restrooms only.
- 5) The Unit 7 school district has priority in the gymnasium between 3 and 7 p.m. Monday through Friday from November 1 to March 1. Unit 7 can supersede existing reservations during the times specified. If this occurs, the Village will find an alternate location for the Renter's event, reschedule the event, or refund the Renter's Rental Fee and Damage Deposit.
- 6) The use of thumb tacks or other forms of pointed fasteners to hang decorations by direct attachment to painted, wood, or plaster walls is prohibited unless approved by the REFMC staff. Additionally, renters will be responsible for the removal of any decorations and debris at the conclusion of the rental period.
Items not allowed: Glitter, confetti, free-standing candles (without container or stand)
- 7) Musical groups, including D.J.s, must stop playing by midnight.
- 8) Alcoholic beverage consumption on the premises by a renter and renter's guests in conjunction with a permitted function may, in the Village's discretion, be approved by the Village only under the following conditions:
 - a) The Renter must be 21 years or older and must be physically present on site at all times during the event.
 - b) Alcohol consumption must be indicated on the rental application and contract.
 - c) The Renter must have homeowner's insurance applicable to the rental. The insurance information must be provided as directed on the contract.
 - d) All persons consuming alcoholic beverages must be 21 years of age or older.
 - e) The "bar" or distribution point for alcoholic beverages may not be located in the south foyer of the gymnasium.
 - f) No alcoholic beverages or alcoholic beverage containers are permitted outside of the building where the permitted event is conducted.
 - g) The use and consumption of alcoholic beverages must comply with all provisions of Illinois Laws.
 - h) Neither the Renter nor any other person may sell alcoholic beverage to guests unless appropriate state and Village licenses are available and obtained by the renter prior to the event.
 - i) The Renter will cease serving alcoholic beverages and/or require intoxicated guests to leave the premises, if directed to do so by any Village official or Champaign County Sheriff's deputy.

9) Village personnel and Champaign County Sheriff deputies have access to the R. E. Franks Meeting Center, including the facilities rented by the Renter, at all times.

Renter Responsibilities

1) Any group or individual renting the facility assumes liability for any and all damage to the building and/or equipment during the period of use.

2) The REFMC assumes no responsibility for any personal property, equipment, or furniture brought into the building.

3) The Renter is responsible for knowing and abiding by all ordinances and laws set forth by the Village of Philo, Champaign County, and the state of Illinois.

4) In the event that the Renter or any of his/her guests either a) violate any of the conditions set forth above or below or b) exhibit behavior deemed by the Village of Philo staff to be disruptive, such behavior shall constitute a breach of the "Rental Agreement" and the renter and his/her guests will be required to vacate the premises. The REFMC shall be entitled to retain all rental fees and deposits paid under the "Rental Agreement" as liquidated damages.

5) The Renter is responsible for leaving the facility (including the bathrooms) in a tidy condition:

- a) Remove all personal possessions, including materials used for securing decorations
- b) Collect all trash in the bags provided and place bags in the receptacle outside the east entrance of the building
- c) Wipe off tables and chairs as needed
- d) Clean up wet spills
- e) Collapse and stack tables and chairs on racks
- f) Pick up and dispose of any refuse from parking lot and grounds

6) The Building Supervisor will be provided with a checklist to determine the condition of the facility at the completion of the rental. Failure to comply will result in loss of part or all of the Damage Deposit. The Damage Deposit will be also be utilized for any damage to equipment or the facility itself. If damages exceed the amount of the Damage Deposit, the Renter will be billed accordingly.

7) The Renter and his/her party are required to vacate the premises when the permitted time expires. The Renter shall call the Building Supervisor if his/her party will leave before or after the time indicated on the contract. The Building Supervisor will check the facility with the Renter or designee for cleanliness and damage. The Renter or designee must sign off on the facility checklist or risk forfeiting all or part of the Damage Deposit.

Damage Deposit Refunds

1) The Damage Deposit is refundable if facilities are properly cleaned by the user following the event, no damage to the facilities or equipment has occurred, and the event ends at its scheduled time.

2) The Damage Deposit, less any appropriate amount for damage caused or extra time used, shall be paid by the Village at a reasonable time after the rental. Damage Deposits made in cash will be returned within seven working days; checks will be refunded within 30 working days.