



**LIPINSKI COMMUNITY CENTER**  
7256 Skyline Drive - Justice, IL 60458

**RENTAL AGREEMENT**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Time of Event - From: \_\_\_\_\_ To: \_\_\_\_\_ # of Guests (Max. 120): \_\_\_\_\_

Center rental is based on a 5 hour minimum charge, including setup and clean up, with charges of \$50 per each additional hour. Scheduled events may start as early as 9:00 AM and must be completed by 10:00 PM. Liquor may be served for private functions if approved by the Liquor Commissioner. An additional charge at \$50 per hour will be assessed if liquor is consumed on the premises. The Cleaning Rider shall be a part of this agreement. The responsible person renting the Center must be at least 25 years of age.

<b>RESIDENCY</b>	<b>CENTER RENTAL</b>	<b>SECURITY DEPOSIT</b>
Village of Justice Resident	\$225	\$200
Non-Resident	\$325	\$300

\*Refunds will be mailed or available for pickup within 5 business days after the event.

**Cancellation Policy:**

If a notice of cancellation is received 30 days prior to the event, a full refund of the Center rental fee will be issued. If notice of cancellation is received between 15 to 29 days prior to the event, 50% of the Center rental fee will be refunded. If a notice of cancellation is received less than 15 days prior to the event, or no one shows up for the event, NO Center rental fee will be refunded. In any event of cancellation, the security deposit will be refunded in full.

**General Guidelines:**

- The entire premises, including restrooms shall be left in clean condition, or a cleaning fee shall be charged and deducted from the security deposit.
- NO religious services are to be held.
- Parking must be in the designated spaces provided.
- Police and Fire Departments must have access at all times.
- Kitchen appliances (refrigerator, stove, microwave, sink, coffee pots, and counters) are available and must be cleaned after use. A fee will be charged against your security deposit for any appliances not cleaned.
- NO helium balloons or piñatas are allowed inside the premises.

I have read, understand, and agree to all of the conditions as stated in this agreement.

\_\_\_\_\_  
(Signature of Responsible Party)

\_\_\_\_\_  
(Date)

<b>FOR OFFICE USE ONLY:</b>		Liquor Served: Yes <input type="checkbox"/> No <input type="checkbox"/> Approved: _____	
\$ _____	Center Rental	Refund: Pickup <input type="checkbox"/> Mailed <input type="checkbox"/>	Round Tables: _____ Long Tables: _____
\$ _____	Security Deposit	Received by: _____ Date: _____	
\$ _____	Total	Photo ID copy attached	