

**CITY OF ANNA, ILLINOIS
COMMUNITY CENTER LEASE AGREEMENT**

This agreement, entered into on _____, 20____ is between the City of Anna Illinois, acting by and through its designated agent, hereinafter referred to as CITY and:

Company/Group/Individual _____

Authorized Agent _____

Address _____

Telephone and Fax _____

Hereinafter referred to as LESSEE. The CITY grants to LESSEE permission to use the following space for the purpose(s) and date(s) as shown below and upon all of the conditions set forth herein.

NOTE: THE CITY OF ANNA COMMUNITY CENTER MAY NOT BE USED FOR ANY FORM OF PRODUCT PROMOTION OR SOLICITATION (NO MONEY CAN BE EXCHANGED OR RECEIVED). FURTHERMORE, IF IT IS DISCOVERED THAT THE COMMUNITY CENTER WAS USED FOR A PURPOSE DEEMED AS ANY FORM OF SOLICITATION, I UNDERSTAND THAT THIS AGREEMENT BECOMES NULL AND VOID AND MY \$100.00 SECURITY DEPOSIT WILL BE SURRENDERED IN FULL TO THE CITY OF ANNA. BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE ABOVE TERMS OF THIS CONTRACT.

SIGNATURE

DATE

DATE HOUR BRIEF DESCRIPTION OF USE

LESSEE agrees to furnish everything necessary to said event not hereinafter agreed to be furnished by the CITY and agrees to pay CITY for use of said space upon execution of this agreement, (prior to the event date). Payment will be made by check or money order as follows at the time the key is picked up: one check in the amount of **\$100.00**, which is to be held in the form a security deposit by the CITY and one check in the amount of **\$100.00** for payment of the rental fee.

Upon the completion of the event the room will be inspected by the CITY, to ensure the satisfactory condition, cleanliness, and that there are NO DAMAGES to the Community Center. The LESSEE will then be reimbursed \$100.00 of the security deposit previously collected. It is the sole decision of the CITY to determine whether or not conditions merit return of the \$100.00 deposit. If an event is held in the room before your scheduled event, it is your responsibility to inspect the room before using. If you feel the room is not sufficiently cleaned and/or damaged from the previous event, it is your responsibility to contact Anna Police at 833-8571 for a City Hall employee to inspect the property.

Failure to do so will result in cleaning charges for which you would be held responsible as the last person using the facility.

LESSEE shall pay for any damage to the Community Center or its property or equipment or to the property of any person or entity resulting from the activities or use of the Community Center by the LESSEE or Lessee's employees, agents, contractors, members, licensees, or invitees.

CITY agrees to pay all utility charges incurred by the facility including gas, water, and electricity.

CITY assumes no responsibility whatsoever for any property placed in the Community Center by the LESSEE.

LESSEE agrees to conduct its activities upon the premises so as not to endanger any person lawfully thereon; and to indemnify and save harmless the CITY against any and all claims for loss, injury, or damage to persons or property including claims of employees of LESSEE or any contractor or subcontractor arising out of the activities conducted by the LESSEE, its agents, members, or guests. The LESSEE shall, for certain types of events, may be required to furnish satisfactory evidence of general liability insurance, including a copy of the endorsement adding the CITY as an additional insured.

LESSEE agrees to cause said premises to be kept clean and generally cared for during said term.

LESSEE agrees not to have any form of alcoholic beverages on said premises.

LESSEE agrees not to post or exhibit any signs, advertisements, show bills, lithographs, posters, or cards of any description inside or outside of the Community Center except in locations specifically and verbally approved by CITY.

In the event that any portion of this contract is held invalid, the remaining provisions of this contract shall remain in full force and effect.

This agreement represents the entire and complete agreement of the parties. This agreement supersedes any prior agreements, understandings, communications, or negotiations, either oral or written between the parties relating to this agreement. This agreement may not be modified except in writing and signed by both parties.

Any decision affecting any matter not herein expressly provided for shall rest solely with the discretion of the CITY

I agree to the terms and conditions as outlined in this Lease Agreement and understand that this contract is void unless signed and returned with deposit on or before one week prior to event.

LESSEE

CITY OF ANNA

By: _____

Reviewed By: _____

Date: _____

Date: _____