

# VILLAGE OF SAN JOSE

"INC. JUNE 13, 1876"

San Jose, Illinois 62682

Phone (309) 247-3332

Village President: Duane Worlow

Village Clerk: Jayne Custodio

Village Treasurer: Patti Shelley

Village Attorney: Pat McGrath

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## AGREEMENT FOR RENTAL OF MASONIC BUILDING

THE PERSON SIGNING THIS AGREEMENT UNDERSTANDS THE PROCEDURES AND WILL BE RESPONSIBLE FOR THE FOLLOWING:

1. **PROCEDURE FOR RESERVING AND RENTING:**
  - a. Reservation is to be made only with the Water Clerk, Village Clerk or Treasurer.
  - b. Fee of \$40.00 is expected at the time of the reservation and payment to be made to Water Clerk, Village Clerk or Treasurer.
    - i. Your requested date will be placed on Village calendar at time of received payment.
    - ii. Should there be a conflict of dates, the first payment received will be given said date.
  - c. If the reservation is for an underage party, the adult signee assumes all responsibility as parents and must be on the premises at all times. No children or teenagers are to be left without supervision of the same responsible adult.
2. **WE REQUIRE A \$50.00 DEPOSIT, WHICH IS RETURNED UPON SATISFACTORY INSPECTION OF PROPERTY.**
3. **THE SIGNER IS THE RESPONSIBLE PARTY FOR:**
  - a. Dust mop the floor
  - b. Washing off all surfaces
  - c. Furniture in place
  - d. Kitchen in order and all items put away
  - e. Removal of all garbage
  - f. Return of key following lockup when all is in order
  - g. All personal items brought to the building removed
4. **ALL DAMAGES TO PREMISES WILL BE BILLED TO THE RESPONSIBLE PARTY ACCORDINGLY.**
5. **NO ALCOHOLIC BEVERAGES ARE TO BE ON THE PREMISES.**
6. **ACTIVITIES ARE TO BE OVER AT 11:00 PM, AND BUILDING LOCKED IMMEDIATELY AFTER.**

SIGN AS IN AGREEMENT: \_\_\_\_\_

DATE OF RESERVATION: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_

RESERVATION RECEIVED BY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

**\*\*ANY DISREGARD TO THE ABOVE STATED RULES FOR USAGE, MAY RESULT IN LOSS OF ABILITY TO RENT FACILITY IN THE FUTURE.**

POST EVENT INSPECTION PERFORMED BY: \_\_\_\_\_

INSPECTION FINDINGS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RETURN DEPOSIT: YES \_\_\_\_\_ NO \_\_\_\_\_

DEPOSIT RETURNED BY WATER CLERK ON: \_\_\_\_\_

