

Sunset Lake Association

30505 East Lake Dr, Girard, IL 62640

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Website www.sunsetlakegirard.com

REGULATIONS FOR RESERVING THE HALL

1. Only Class A members of SLA in good standing (all assessments, fines and penalties paid) may reserve and use the Sunset Lake Community Center Hall, hereafter referred to as the Hall.
2. Reservations for use of the Hall will be on a first call basis.
3. Reservations must be made through the SLA Office Manager. The key must be picked up from the Office Manager during office hours (7:30AM to 1:30PM Monday, – Friday) on the day of the event, or on Friday if the event is scheduled on Saturday or Sunday, and the key must be left in the Hall or returned the next working day in the morning.
4. Reserver must sign a **"Responsibility for Damage & Clean-up Agreement"**, a **"Release of Liability"** must be signed, and if liquor will be on site the reserver must provide a **"Binder of proof of Homeowners Liability"** from your Insurance Agent. If the function is to be a Fund Raiser or Sales Event of any kind where liquor will be served for a profit, then a current copy of proof of Dram Shop Insurance must be provided and kept on file.
5. The Hall will be closed by 11:00PM for any function, unless a variance is granted from the Board of Directors at a regular meeting held on the first Tuesday of the month at 7:00PM.
6. There will be no attachments of any kind for decorations to walls, ceiling, woodwork or ceiling fixtures.
7. Set up and clean up for any function is the host's responsibility. A fee of **\$75.00 for rental of the hall and \$75.00 deposit** must be given to the Office Manager prior to the scheduled function.

CLEAN-UP

1. All tables and chairs will be put back where found.
2. The kitchen sink, stove and counter must be clean.
3. Any dishes, cups, glasses, ash trays, pots and pans which are the property of SLA will be cleaned and put back in proper place.
4. Toilet and sink in restrooms must be kept clean.
5. **Floors** in the Kitchen, Rest Rooms, and Hall must be **swept and mopped**.
6. **Trash** placed into plastic bags.
7. All faucets, the gas stove, fans and lights must be turned off prior to departure. **All doors locked.**

Any damage to the center inside or out, or to any furniture caused by the Reserver or any member, or his/her guests shall be the reserver's responsibility. Any damage must be corrected as soon as possible, either by the Member host or the SLA, and all expenses for repair or replacement of damages will be born by the Reserver.

DEPOSIT WILL NOT BE REFUNDED UNTIL FLOOR IS MOPPED

RELEASE OF LIABILITY

Member's Name _____ Lot# _____

Address _____ City _____ Zip _____

Date of Function _____ Time _____ until _____

Kind of Function _____ Alcohol present Yes ___ No ___

Estimated number of guests _____

Commercial or

Homeowners Insurance Company _____

Agent _____

Address _____

Effective dates _____

I (we) hold the Sunset Lake Association harmless for any liability associated with the above function. I (we) are to be held accountable for any damage, accidents or mishaps of any kind which may result in property damage or bodily injury from the above function. I (we) have read and agree to all the Rules and Clean Up procedures for using the Hall of the Sunset Lake Association Community Center.

Date _____ Signature _____