

## AGREEMENT

WHEREAS, the Village Board of the Village of Godfrey has agreed to make the Village Hall available for private use of its citizens and their guests;

WHEREAS, the undersigned "responsible party" desires to use the Village Hall for a private purpose upon the following terms and conditions:

NOW THEREFORE IT IS AGREED by and between the Village of Godfrey and the undersigned responsible party as follows:

1. The undersigned responsible person shall have the right to use Godfrey Village Hall on the \_\_\_\_\_ day of \_\_\_\_\_, 2025 from 9:00AM to 6:00PM.

**The Village Hall will not be available the day before or the day after the above rental date.**

2. **No tape is allowed on the walls or plaques in the Village Hall. If there is tape used it will result in forfeiture of deposit.**

3. The facility will not be reserved for organizations, companies or individuals who are using the building for profit making activities.
4. No deposit is required from Non-profit Organizations for the use of the Hall.
5. The undersigned responsible person agrees to supervise and all activities of any persons allowed in the Godfrey Village Hall during the aforesaid time and date by the undersigned responsible person or by any of the undersigned responsible person's agents, guests or invitees. The undersigned responsible person shall assure that no one is admitted to the Godfrey Village Hall during the said date and time unless authorized by the undersigned responsible person or by and officer or agent of the Village of Godfrey in the performance of his or her official duties.
6. The undersigned responsible person agrees to pay the Village of Godfrey the cost of any damages sustained to the property, furniture or fixtures of the Godfrey Village Hall during the aforesaid time the Village Hall is made available for the use of the undersigned responsible person. The damages to be paid for by the undersigned responsible person shall include, but are not limited to, any cost incurred in cleanup or additional janitorial services required by the Village as a result of the use of the Village Hall during the time and date as aforesaid; any repair or replacement of any improvements, fixtures, furniture, or equipment

in any way damaged during the hours and on the date as aforesaid, whether by accident or by deliberate vandalism and regardless of the true party at fault.

7. The undersigned responsible person also specifically agrees to indemnify and hold harmless the Village of Godfrey, its agents and employees from any and all claims asserted against the Village of Godfrey, its agents and employees, including the reasonable cost of defense of any such claims, arising as a result of any act, occurrence or alleged negligence on the part of the Village of Godfrey, its agents and employees with regard to any accident, injury or occurrence upon or within the Village Hall during the time as aforesaid.
8. The undersigned responsible person shall assure that no alcoholic beverages of any kind shall be allowed upon the grounds of the Village Hall.
9. Food may be brought in for your event and kept warm using crockpot or roaster, but may not be cooked in our building. Including but not limited to air fryers, deep fryers, hot plate stoves, bbq grills or blackstone style grills. Preparation of cold items is allowed (ex: sandwiches, salads, fruit)
10. Absolutely no smoking in the building.
11. The undersigned responsible person shall pay **\$100.00** for the use of the Village Hall as aforesaid and an additional deposit of **\$200.00 (deposit must be paid by check/cash will be accepted for the deposit payment)** which shall be refunded if the responsible person returns the Village Hall to its prior condition without need for cleanup or repair, and returns the key at the end of the time aforesaid. **The key will be obtained from the Village Clerk between 7:30 a.m. and noon and 1:00 p.m. and 4:30 p.m., on Thursday or Friday only.** The key will only be issued to an adult who will be responsible for the building. **The key shall be returned by 12:00 p.m. (Noon), on Tuesday following the rental or the deposit will be forfeited.**
12. The responsible party must be a resident of Godfrey.
13. The Village Board reserves the right to preempt any reservation if needed for official business.
14. The individual responsible will assure all lights are turned off.

15. Flat rate Deposit \$200.00, cash or check accepted.
16. Hall Rental \$100.00, cash, credit/debit or check accepted.
17. The organization/person will be charged for actual repair expenses.

**No tape is allowed on the walls or plaques in the Village Hall. If there is tape used it will result in forfeiture of deposit.**  
**No animals are allowed in the Village Hall.**

**Not following the above responsibilities will lead to forfeiture of deposit.**

I do hereby accept responsibility for the use of the Godfrey Village Hall.

\_\_\_\_\_  
Name & Organization

\_\_\_\_\_  
Type of Activity & Date

\_\_\_\_\_  
Village Clerk & Date

\_\_\_\_\_  
RESPONSIBLE PARTY

Address \_\_\_\_\_  
\_\_\_\_\_

Phone # \_\_\_\_\_

\_\_\_\_\_  
Signature of Deposit Returned

\_\_\_\_\_  
Date