



CENTRAL CITY LIONS CLUB

300 South Morrison Centralia, IL 62801

P.O Box 1129

Contact: Austin Harvey 314-722-6185 | John Bradley 618-292-6310

Email: rentals@centrallcitylions.com

SHELTER USE AGREEMENT

WE HAVE CAMERAS IN USE AT ALL TIMES

• **Name:** _____

• **Date Requested:** _____

• **Address:** _____

• **Phone:** _____

• **E-Mail:** _____

• **Pick One:** ☐ Lion ☐ Lioness ☐ Exempt Widow ☐ Non-Member

• **Shelter Use Function:** _____

- **Hours of Use:** _____
- **Number of People Anticipated:** _____ (*Maximum shelter occupancy is 125 persons*)
- **Number of Tables (8') Needed:** _____
- **Number of Chairs Needed:** _____
- **Cost of Rental:** _____ (*1-60 People = \$175 or \$20/hour* | 61-99 People = \$200 or \$25/hour* | 100-125 People = \$250 or \$30/hour**) **To get this hourly price, you must rent for at least 6 hours.*

This Lions Shelter Use Agreement must be fully completed and submitted to the post office box address or via email no later than 60 days prior to the requested date in order to secure the reservation.

PAYMENT & CLEANING DEPOSIT

The corresponding rental payment based on your party size, plus a separate **\$50.00** temporary cleaning deposit, must be included with the returned Lions Shelter Use Agreement. Checks or money orders made payable to the "**Central City Lions Club**" or you can pay digitally via Venmo.

Note: If paying digitally via Venmo, please add \$5.00 to your total payment to cover transaction processing fees.



SHELTER ACCESS

A (one-time use) entry code will be issued. If you need to decorate the day prior, you will have to reserve that day also.

ALCOHOL

No alcohol can be sold by any person either renting or using the shelter. Alcohol cannot be included in the admission price for any event held at the shelter. The Central City Lions Club, its Board of Directors, and its Members shall be indemnified and held harmless for any act(s) of any person(s) bringing alcohol into the shelter.

I hereby agree to the terms and conditions of the Lions Shelter Use Agreement and attached Lions Club Rules and Regulations:

Signature: _____ **Date:** _____



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LIONS CLUB SHELTER USE RULES & REGULATIONS

1. No alcohol can be sold by any person either renting or using the shelter. Alcohol cannot be included if the admission price for any event held at the shelter. The Central City Lions Club, its Board of Directors, and its Members shall be indemnified and held harmless for any act(s) of any person(s) bringing alcohol into the shelter.
2. Replace tables and chairs in original setup: 3 rows with 3 tables in each row and 6 chairs at each table. See the attached diagram for layout.
3. Place trash and refuse in dumpsters (behind wooden fence in front of building on Morrison St.).
4. Leave the building as you found it, including performing any needed cleaning the tile of any spills and vacuuming (vacuum located next to refrigerator in main room).
5. Do not attach anything to the walls or doors. No tape or pins On or in walls.
6. Check the thermostats (instructions on wall next to each thermostat). Turn off all lights. Lock all doors.
7. The use of the shelter is limited to only the day of the event. The shelter will not be made available the day before the scheduled reservation date for decorating or after the scheduled reservation date for cleanup. All items must be removed from the shelter after the event on the scheduled reservation date.
8. If anything should be damaged or stolen during your usage of the shelter, the renter is responsible for the replacement of any damaged or missing items.
9. If any Issues with the shelter arise during your event or if you have questions, please contact Austin Harvey or John Bradley.
10. If any of these rules are not followed and the shelter is not cleaned your agree to forfeit your cleaning deposit.

Sign here_____Date_____