

**NEW BADEN CIVIC CENTER**  
**100 East Birch St**

**Rental Conditions for Gymnasium, Kitchen and Community Room**

1. I/We are responsible for the clean-up of the room and/or rooms rented. This includes:
  - a. All trash taken out and placed outside of the rear kitchen door.
  - b. Floors in Gym, Kitchen, and Community Room are swept and mopped.
  - c. All Kitchen surfaces must be washed off. Limited cleaning supplies available, please provide your own (dish rags, towels, dish soap, etc.). Broom and mop are located in kitchen closet.
  - d. Tabletops and counters must be washed off. Tables may be rearranged for the event, but return them to their original position.
  - e. Balloons, ribbons, string and tape must be removed from **all** surfaces.
- f. Check and clean-up the bathrooms (toilets flushed, paper towels in trash bin, etc.) and hallway.
2. I/We are responsible for **all** lights being turned off upon leaving.
3. I/We are responsible for all damages that might occur during the time of rental.
4. I/We are responsible to confirm or cancel reservations at the earliest known time.
5. I/We are responsible to lock **all** doors (entrance doors and all gym doors) and return the key to New Baden Village Hall.
6. I/We are responsible for glass backboards. There is to be **NO DUNKING** in the Gym.
7. **THERE MUST BE PARENT OR ADULT SUPERVISION AT ALL TIMES.**
8. **ABSOLUTELY NO FOOD OR DRINK PERMITTED IN THE GYM.** Only permitted in kitchen/community room.
9. **ABSOLUTELY NO ALCOHOL OR SMOKING IN THE NEW BADEN CIVIC CENTER BUILDING.**
10. If you note any problems, please leave a message at Village Hall, 618-588-3813.

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I/We \_\_\_\_\_ would like to reserve the New Baden Civic Center (gym \_\_\_\_\_, community room/kitchen \_\_\_\_\_, or both \_\_\_\_\_) for a \_\_\_\_\_ on (date) \_\_\_\_\_ from (time) \_\_\_\_\_ to (time) \_\_\_\_\_.

The cost for the rental is \_\_\_\_\_. There is a deposit of **\$100.00 / \$250.00** which will be refunded if the building is left in satisfactory condition (will be verified before deposit is returned). I/we understand that any property damage or theft of property may result in me/us being charged with a criminal offense pursuant to Illinois Compiled Statutes or an ordinance violation pursuant to the New Baden Village Code.

**\*\*Building is rented for community functions, birthday parties, family gatherings, etc.**

**\*\*No paid admission events permitted.**

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**I have read the conditions and agree to abide by them (renter must show valid photo ID).**

Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact #: \_\_\_\_\_ Alternate #: \_\_\_\_\_

Approved Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Key #: \_\_\_\_\_ Check # for Rental: \_\_\_\_\_ Check # for Deposit: \_\_\_\_\_

Transaction Completed: Date: \_\_\_\_\_ Deposit refunded: \_\_\_\_\_ non-refund: \_\_\_\_\_

Upon signing the above rental agreement, I/we release the Village of New Baden, its officers, employees and agents, from all liability for any injuries or loss while at, or on the grounds, of said facility, and shall indemnify the Village of New Baden for any such injury or loss.



## VILLAGE OF NEW BADEN

1 EAST HANOVER ST  
NEW BADEN IL 62265  
(618) 588-3813 FAX (618) 588-7105  
www.NewBadenIL.com

### Guidelines for Rental of O.W. Billhartz Civic Center

The purpose of the Civic Center is to provide a meeting and recreation place for the citizens of the Village of New Baden. As such, the Village Board and President of the Village have established the guidelines below.

1. Organizations of the Village of New Baden will have priority to schedule activities in the Civic Center. At this time, the organizations utilizing the Center include, but are not limited to: Lions Club, Chamber of Commerce, New Baden Park & Recreation, Wesclin Community Unit School District, Western Clinton County Senior Services (WCCSS) and the Senior Citizens of New Baden. Organizations must schedule meetings and events with the administrative staff of the Village two months prior to an event to secure the facility. No fee is required for community organizations, but organizations are expected to maintain the facility during and after the scheduled event.
2. Citizens of the Village of New Baden may reserve the Civic Center for recreational activities. Citizens may reserve the Civic Center by scheduling the facility with the Village Hall administrative staff or the Park and Recreation Coordinator. A rental fee, to offset the cost of maintenance, will be collected when scheduling the event. A \$100.00 deposit is charged for all rentals; this is refunded upon verification of rental conditions checklist. The fee schedule is as follows:
  - Cafeteria Rental: \$50.00 for up to 4 hours.
  - Gymnasium Rental: \$50.00 for up to 2 hours.
  - Cafeteria and Gymnasium Rental: \$100.00 for up to 4 hours.
3. Individuals and Organizations outside the incorporated limits of the Village may request to reserve the Civic Center. Reservations for the Civic Center can be made through the Village Hall administrative staff or the Park and Recreation Coordinator. A \$250.00 deposit is charged for all rentals; this is refunded upon verification of rental conditions checklist. The rental fees for non-residents are:
  - Cafeteria Rental: \$80.00 for up to 4 hours.
  - Gymnasium Rental: \$100.00 for up to 2 hours.
  - Cafeteria and Gymnasium Rental: \$150.00 for up to 4 hours.
4. **SELECT BALL TEAMS THAT USE THE CIVIC CENTER WILL BE CHARGED \$100.00 FOR 2-HOURS. THIS ONLY APPLIES TO TEAMS THAT DO NOT PLAY THEIR HOME GAMES WITHIN THE VILLAGE OF NEW BADEN.**
5. Other special requests should be made by contacting the Park & Recreation Coordinator. Fee for special requests will be determined by the committee.

\*\*Fees Effective July 1, 2011, as approved by the New Baden Park Board on June 21, 2011.