



**Blum House**  
*Part of the Mississippi Valley Library District*  
414 West Main Street  
Collinsville, IL 62234  
Collinsville Library Phone: 618-344-1112

## Rental Agreement

This agreement for rental of the **Blum House** is being conducted between the **Mississippi Valley Library District (MVLD)** and the **Renter**, who is at least eighteen (18) years of age or older. The Renter agrees to be the legal authority to sign this agreement on behalf of the group using the pavilion and has sufficient power, authority, and capacity to bind the group.

Renter's Name \_\_\_\_\_

Organization (if any): \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Event Description \_\_\_\_\_

Event Date \_\_\_\_\_ Number of Guests \_\_\_\_\_

Start (Time you will arrive) \_\_\_\_\_ End (Time you expect to complete clean up and leave) \_\_\_\_\_

### **In addition to the main floor rental space, please check all items and areas to be used:**

- Yard surrounding the Blum House \_\_\_\_\_
- Television and/or DVD player \_\_\_\_\_
- WiFi \_\_\_\_\_
- Handicap-accessible lift \_\_\_\_\_
- 2<sup>nd</sup> floor (requires MVLD permission) \_\_\_\_\_
- MVLD staff initials: \_\_\_\_\_

### **Will liquor or alcohol be served / consumed at your event? Y / N**

- If yes, see Terms and Conditions #4. This must be provided one (1) week before the event.

### **Will a bounce house, carnival rides, animal rides, and/or a petting zoo be used during the event? Y / N**

- If yes, see Terms and Conditions #5. This must be provided one (1) week before the event.

**Please use additional sheets to describe special needs or conditions.**

### **Rental fees:**

- Minimum of two (2)-hour rentals.
- \$25.00 per hour for non-profit groups.
- \$75.00 per hour for family / social events and for businesses.
- \$700.00 for an all-day rental (6:00 AM – 12:00 AM).
- \$25 key deposit (cash or check) required for handicap-accessible lift access key. Key will be picked up 24 hours prior (or 48 hours if the MVLD is closed 24 hours prior) to rental and returned the next business day.
- **50% payment is required at the time of application to confirm event registration. Final payment due the week prior to the event.**

# Terms and Conditions

This contract is for a period and conditions as defined in this contract.

1. The fee includes eight (8) round tables, five (5) rectangular tables, and fifty (50) chairs. If more tables or chairs are needed, an additional fee of \$50.00 per 25 chairs and \$5.00 per table will be required. The Renter may commence setup no earlier than the stated start time listed in this agreement and must complete the event, including cleanup, by the stated end time.
2. White tablecloths are available, if requested. However, there will be a \$10 charge for each tablecloth which is damaged or stained.
3. Should the MVLD cancel this event after one hundred and twenty (120) hours from its execution, a full refund will be due to the Renter. Should the Renter cancel after one hundred and twenty (120) hours from its execution, the MVLD will retain ½ of the rental charge.
4. If liquor or alcohol will be served during the event, the Renter shall provide to the MVLD a Home Owner's Insurance Certificate for Events with host liquor and/or alcohol liability insurance with a limit of \$500,000 or shall provide a special proof of insurance for this particular event.
5. If a bounce house, carnival rides, animal rides, and/or a petting zoo will be used during the event, the Renter shall provide to the MVLD a Home Owner's Insurance Certificate for such events with a limit of \$500,000 or shall provide a special proof of insurance for this particular event.
6. Any and all damage to the grounds, facility, or furnishings and/or failure to return the lift access key shall be the responsibility of the Renter to pay for repair or replacement. The Renter accepts the premises in an "as is" condition.
7. Renter shall release, discharge, indemnify, and hold harmless the MVLD, its Directors, Officers, Employees, and/or Agents from any and all claims, causes of action, losses, judgments, costs (including attorney's fees), or other damages resulting from, arising out of, or relating in any way to the Renter's activities on the grounds and use of facilities. Renter understands and acknowledges the inherent nature of stairs and the nature of walking on and placing folding chairs on the grassy areas and that the grounds are not level surfaces.
8. The Renter has read, understands, and acknowledges Exhibit A and B attached to this Agreement and will abide by all of the conditions and have all guests abide by all of the conditions outlined thereof.
9. The Renter has received a copy of the MVLD's Meeting Spaces Policy and will abide by all of the conditions of this Policy.

This Agreement has been read and accepted by the Renter: \_\_\_\_\_

Date: \_\_\_\_\_

Representative of Mississippi Valley Library District: \_\_\_\_\_

Date: \_\_\_\_\_

Key picked up/deposit paid (date):\_\_\_\_\_By:\_\_\_\_\_ Staff:\_\_\_\_\_

Key returned on (date): \_\_\_\_\_. Deposit returned on (date): \_\_\_\_\_.

## Payment accepted in cash, credit, or checks payable to Mississippi Valley Library District

Deposit Payment:\_\_\_\_\_ has been received. Staff\_\_\_\_\_ Date: \_\_\_\_\_

Final Payment: \_\_\_\_\_ has been received. Staff\_\_\_\_\_ Date: \_\_\_\_\_

## **Exhibit A: Rules for Use of the Blum House**

- The Blum House shall not be occupied before 6:00 AM and shall be totally vacated by 12:00 AM (midnight).
- The Blum House is a smoke-free environment. Smokers must use cigarette butt receptacles and observe posted distances from the Blum House entrances.
- There shall be no open flames such as candles used inside or near the Blum House.
- The Renter is not allowed to hang decorations from the walls or ceilings using tacks, nails, or any other attachments that may leave holes, residue, or damage the walls, ceilings, or interior in any way.
- No parking of vehicles on the grass areas.
- The Renter agrees to keep the Blum House premises clean and safe during the rental and to use the premises and its furnishings and fixtures in a reasonable manner.
- The Renter and/or guests shall not deliberately or negligently destroy, deface, damage, impair, or remove a part of the premises – including but not limited to trees and landscaping – or knowingly permit any other person to do so.
- The Renter and/or guests shall not use any abusive, threatening, and/or insulting language, nor disturb the peace of neighbors with loud music, drunkenness, any indecent act, or behavior including public urination. The Renter and/or guests shall not act in a manner or allow other to act in a manner that will disturb a neighbor's peaceful enjoyment of their premises.
- The Renter and/or guests shall not create or maintain a threat constituting a clear and present danger to the health and safety of others or knowingly permit any other person on the premises to perform any of the above acts. Clear and present danger includes, but is not limited to, physical assault or the possession of a controlled substance unless obtained pursuant to a valid prescription.
- Animals must be kept on a leash. All animal waste must be picked up. Only service animals are allowed inside the Blum House.
- No fireworks or open burning (example: bonfires) are allowed.
- The Renter is responsible for cleanup as outlined in Exhibit B.
- All persons while on the property shall also be subject to the ordinances of the City of Collinsville and all laws of the State of Illinois and the United States of America.
- The Blum House building and grounds will be inspected by MVLD staff after the rental is completed. If any damage or personal items are found the MVLD will contact the person listed on the rental contract within 48 hours. It is the responsibility of the Renter to reimburse the MVLD in full for damage that results in cost to the MVLD.
- Lift access key must be returned before the key deposit will be refunded. Failure to return key will result in loss of the key deposit, plus the responsibility of the Renter to reimburse the MVLD for any additional costs above and beyond the deposit amount incurred by the MVLD as a result of re-keying the Blum House.
- Failure to follow these rules will cause loss of deposit, bill for damages, and loss of future rentals.

## **Exhibit B: Checklists and Cleanup List**

- The Blum House kitchen contains two (2) microwaves, one (1) refrigerator, one (1) dishwasher, one (1) electric stove with oven, and three (3) large and one (1) small coffee makers. Renter may use these appliances in accordance with their intended uses and in a reasonable manner.
- The Blum House contains for Renter's use the following types of dinnerware and utensils. Renter is responsible for reimbursing the MVLD for costs associated with replacing lost or broken dinnerware and/or utensils.

Dinner Plates	Forks
Salad Plates	Knives
Dessert Plates	Spoons
Saucers	Glass Creamers
Coffee Cups	Glass Sugar Packet Holders
Stemmed Glasses	Glass Salt & Pepper Shakers

- Located in the Blum House for Renter's use are eight (8) round tables, five (5) rectangular tables, and fifty (50) chairs.
- Other items in the kitchen available for Renter's use are bud vases, pitchers, trays, bowls of various sizes, and an assortment of serving utensils.
- The following Cleanup List must be completed by Renter prior to the end of the rental period.
  - Collect all trash from the premises in trash bags, tie closed the bags, and put bags in trash bin(s) outside the back door. Additional trash bags are located underneath the kitchen sink. **If outdoor trash bin becomes full, please put trash bags into the blue dumpster at the bottom of the hill behind the library.**
  - Wash, dry, and put away all used dishes, utensils, vases, etc.
  - Return tables, chairs, and other furnishings to their original locations.
  - Place all laundry (tablecloths, dish towels, and dishcloths) on the kitchen island.
  - Check that the bathroom toilet is flushed.
  - Close and lock all windows and doors.
  - Set the lift to the highest position, if lift was used.
  - Turn off all lights, including exterior lights.
  - Ensure that the back door is closed and locked behind you upon final exit.