R. E. Franks Meeting Center

Thelma Melohn Gymnasium

108 W. Madison St., Philo IL 61864

Mission: The R. E. Franks Meeting Center was established to provide the Philo residents with a moderately priced gathering place to celebrate all of life’s events and space for activities at an affordable rate.

RENTAL SPACE FEATURES:

Overview: The gymnasium is a versatile space that can accommodate a wide range of events such as wedding receptions, family reunions, stage performances, athletic practices and other forms of indoor activities. The space is approximately 75’ x 40’ or 3,000 square feet. Maximum capacity: 350 people

Features: The space features a performance stage, large retractable projection screen, two basketball hoops (one retractable at the stage), volleyball set, bleachers (seating 125), wireless scoreboard, two locker-type rooms and free Wi-Fi.

Sound System: The gymnasium has an integrated sound system for use by your party, DJ or band. Use requires an additional damage deposit. The system can play CD’s and an MP3 cord is available upon request. A wired microphone and wireless microphone are also available for a fee.

Availability: The facility is available for rental Monday thru Thursday 5:30pm – 10:00pm; Friday 5:30pm – Midnight; Saturday 8:00am – Midnight; and Sunday 8:00am – 7:00pm. Special Weekend Packages are available that my affect these times.

Rental Rates: Rates are Resident and Non-Resident Rates and vary according to rental. See the detailed rental rate section.

Damage Deposit: A damage deposit is required in addition to the rental fee for all rentals over 4 hours or when alcohol is present. The damage deposit is refundable if the facilities are properly cleaned by the user following the event, no damage to the facilities has occurred and the event has ended at the scheduled time. Special care must be taken when moving tables and chairs and equipment to ensure no damage is done to the floors.

**Kitchenette**

Overview: The kitchenette may be used to store food when renting the Thelma Melohn Gymnasium. Use is complimentary with the rental. NO COOKING IS ALLOWED in the R. E. Franks Meeting Center. Only Sterno or crockpots may be used to keep food warm. Sterno’s must be extinguished properly.

Features: The kitchenette has a small sink, full size refrigerator/freezer, microwave and pass-through counter.

**Available Equipment:** Equipment is included in the rent unless otherwise stated.

(13) Thirteen 8-foot rectangle tables – seat 8-10 (2) Two 50 – foot extension cords

(20) Twenty 60-inch round tables—seat 8 (2) Two power strips

(2) Two 6-foot rectangle tables Portable 60” x 60” screen ($10/day)

250 Metal folding chairs Steps to front of stage ($25/day)

Consumables: Paper products such as toilet paper, paper towels, garbage bags, and cleaning supplies are provided by the R. E. Franks Meeting Center.

**Rental Procedure**

Rental information and an online calendar are available at [www.villageofphilo.com](http://www.villageofphilo.com) under the “Franks Center” tab. Information may also be obtained from the Rental Coordinator at the Village Office, 127 W. Washington St. in Philo; (217) 684-2562 or admin@villageofphilo.com. Office hours are 8:00 am to 11:00am Monday through Friday. Appointments can be made within Rental Coordinator for times other than office hours.

1. Contact the Rental Coordinator for confirmation of available dates and times.
2. Complete the **Rental Application** and submit to the Rental Coordinator. The Reservation deposit of 25% of the rental fee is due within 7 business days of Rental Application and is non-refundable.

\*\*Acceptable forms of payment are personal or business checks, cashier’s checks or Money Orders made payable to the Village of Philo.\*\*

Applications may be submitted:

1. In person at the Village office located at 127 W. Washington St. in Philo during regular office hours or by appointment.
2. By USPS to REFMC, Village of Philo, PO Box 72, Philo IL 61864
3. Via email to admin@villageofphilo.com (deposit must be made within 7 business days either via mail or person)
4. Via fax to (217) 684-2205 (deposit must be made within 7 business days either via mail or person)
5. Once the application has been submitted and approved, the Rental Coordinator will write the Rental Contract to be signed by the renter.
6. Receipt of the completed, signed Rental Contract and Reservation Deposit are required to hold the reservation beyond 7 business days.
7. A Damage Deposit of $300 is also required in addition to the rental fee if the rental period is greater than four hours, if alcohol is on property whether BYOB or provided by the renter or if the sound system or other equipment are used. The damage deposit is refundable if the facilities are properly cleaned by the renter following the event, no damage to the facilities or equipment has occurred, and the event ends at the scheduled time.
8. The balance of the Rental Fee and the Damage Deposit (if applicable) are due at least 10 business days prior to a single-day event and 30 days prior to a multiple-day event. If the Rental Application Form is submitted within 10 business days of the single-day event or within 30 days of multiple-day events then the balance of the Rental Fee and the Damage Deposit are due at the time of application. All payments will be deposited. Any refunds will be issued by check to the renter within 30 business days of the event.
9. Keys – The R. E. Franks Center does not distribute keys to renters. For certain events such as receptions, renters will be provided an Event Details Form. This form must be completed and returned to the Rental Coordinator within 10 business days of the event. This form asks renters to specify arrival and departure times, equipment needs, and other information to assist the building staff in ensuring a smooth event. There is a $25 fee charged for every 15 minutes for late arrival and/or past departure time.
10. Reservation cancellations must be received by the Rental Coordinator at least 10 days prior to a single day event and at least 30 days prior to a multiple-day event or any paid Rental Fee will be forfeited. Upon timely cancellation, the Rental Fee (minus the Reservation Deposit) and Damage Deposit paid by the Renter will be refunded within 30 business days.

**Policies**

**Facility Use**:

1. The facility is available Monday – Thursday from 5:30 pm to 10:00pm; Friday from 5:30pm to Midnight; Saturday from 8:00am – Midnight and Sunday from 8:00am – 7:00pm. Weekend rentals may obtain special permission for early entry on Friday for set-up time. The earliest possible entry time is 1:00pm. Renters will only have access to the gymnasium, kitchenette and basement locker/restroom.
2. The renter must be 18 years or older unless alcohol is on property in which case, the Renter must be 21 years of age or older. The Renter must be physically present on site at all times during the event.
3. Maximum capacity use for the facility is 350.
4. No smoking or vaping is permitted inside the R. E. Franks Center. Drugs of any kind are not permitted on the R. E. Franks Center property.
5. Cooking/grilling or toasting of food is not allowed inside the building. Only Sterno or crockpots may be used to keep food warm.
6. The use of duct tape, shipping/packing tape or any other product that may remove the finish from the floors, paint from the walls or leave residue is prohibited. Do not use thumb tacks or other sharp forms of fasteners to hang decorations. Renters are responsible for removal of all decorations and debris at the conclusion of the rental period.

**Items not allowed include, but not limited to**: Glitter, confetti (including in balloons), tissue paper (such as on pinata’s or streamers), free standing candles or open flame of any kind, no cold fire equipment, no smoke/fog machines, or pyrotechnic/sparklers, etc. (These items set off our smoke alarms and or heat sensors).

1. Renters are responsible for set-up and tear down of tables and chairs. Tables, chairs and all other equipment, displays and decorations must be carried. Renters must use caution to protect the floor. The floor must be protected from any moisture damage by placing a water proof barrier between the coolers or any containers that may leak or condensate.
	1. Renters are not allowed to use tall ladders, scaffolding or scissor lifts in the facility.
	2. Nothing is to be hung from the ceiling.
2. All music, food and beverage service must end in a timely manner that will allow for clean-up to be completed and everyone out of the building by the agreed upon time and no later than midnight. There will be a $25 charge for every 15 minutes past the agreed upon departure time.

**Alcohol Use**:

The use and consumption of alcoholic beverages must comply with all provisions of Illinois laws.

Alcoholic beverage consumption on the property may be approved by the Village Liquor Commissioner only under the following conditions:

1. The Renter must be 21 years of age or older and must physically be present on site at all times during the event. All persons consuming alcoholic beverages must be 21 years of age or older.
2. The presence of alcohol at the event (BYOB, catered, provided by renter, etc.) must be indicated on the Rental Application and contract.
3. The Renter must have homeowner’s insurance or host liability insurance applicable to the rental. The insurance information must be provided as directed on the contract with a policy limit amount no less than $500,000.
4. The “bar” or distribution point for alcoholic beverages may not be located in the south foyer of the gymnasium. Coolers or any containers that may leak or condensate must have a water proof barrier between them and the floors.
5. No alcoholic beverages or alcohol containers are permitted outside of the building.
6. All service of alcohol must stop in a timely manner that will allow for clean-up to be completed and everyone out of the building no later than midnight. There will be a $25 charge for every 15 minutes past the agreed upon departure time.
7. Neither the Renter nor any other person may sell alcoholic beverages to guests unless appropriate State and Village licenses are available and obtained by the renter prior to the event.
8. The renter will cease service alcoholic beverages and/or require intoxicated guest to leave the premises, if directed to do so by any Village official or Champaign County Sheriff’s deputy.

Village personnel and Champaign County Sheriff deputies have access to the R. E. Franks Meeting Center, at all times, including the facilities rented by the Renter.

**Renter Responsibilities**

* Any group or individual renting the facility assumes liability for any and all damage to the building and/or equipment during the period of use
* The R. E. Franks Meeting Center assumes no responsibility for any personal property, decorations, equipment or furniture brought into the facility.
* The Renter is responsible for knowing and abiding by all ordinances and laws set forth by the Village of Philo, Champaign County and the State of Illinois.
* In the event that the Renter or any of the guests either a) violate any of the conditions set forth in the agreement or b) exhibit behavior deemed by the Village of Philo staff to be disruptive, such behavior shall constitute a breach of the “Rental Agreement” and the renter and his/her guests will be required to vacate the premises. The R. E. Franks Meeting Center shall be entitled to retain all rental fees and deposits paid under the “Rental Agreement” as liquidated damages.
* The Renter is responsible for leaving the facility (including the bathrooms and parking areas) in a tidy condition. Renters must complete and sign the provided Check Out List.
	+ Renter is responsible for wiping down tables and re-racking tables and chairs in an orderly/tidy manner.
	+ Remove all personal possessions/property, decorations, equipment or furniture, including materials used for securing decorations.
	+ Collect all trash in the bags provided and place bags in the dumpster out the east hallway doors.
	+ Clean up any wet spills and large cake or food messes.
	+ Pick up and dispose of any trash from the parking lot and grounds.
* Renters are responsible for vacating the premises when the permitted time expires. The Renter shall text/call Village personnel as instructed on the Renter Information sheet provided if his/her party will leave before the scheduled time. There is a $25 fee for every 15 minutes past the agreed upon departure time.
* Village personnel will review the Check Out List and condition of the facility at the completion of the rental. Failure to comply with the Renter responsibilities above will result in loss of part or all of the Damage Deposit. The Damage Deposit will also be utilized for any damage to equipment or the facility itself or if renters do not adhere to the agreed upon times. If damages or extra time exceed the amount of the Damage Deposit, the Renter will be billed accordingly.

**Damage Deposit Refunds**

1. The Damage Deposit is refundable if the facilities are properly cleaned by the user following the event, no damage to the facilities, equipment or grounds has occurred and the event ends at its scheduled time.
2. The Damage Deposit, less any appropriate amount for damage caused by renter or guests, excessive cleaning by building staff or extra time used will be refunded by check within 30 business days of the event.

**R. E. Franks Meeting Center Rental Rates**

(**Resident** – Village of Philo; **Non-Resident** – Outside of Village Limits)

Rental Hours:

5:30pm – 10:00pm; Monday - Thursday

5:30pm – Midnight; Friday

8:00am – Midnight; Saturday

8:00am – 7:00pm; Sunday

* Athletic & Hourly Rentals:
	+ $25 – Resident; $30 – Non-Resident
	+ $25 per 15-minute late arrival/departure time
	+ Multiple Use Discount is available
* Short Term: (All Day – Defined as 8:00am – Midnight)
	+ $250 – Resident; $500 – Non-Resident; $300 Damage Deposit
	+ $25 per 15-minute late arrival/departure time
		- Everyone must be out of the building according to the agreed upon time and the facility in good condition before leaving. The Check-out list must be completed and signed by renter and building staff. Any setup or clean-up that cannot be completed in the rental time frame requested on the Event Details will require additional rental fee.
		- A $25 fee will be applied for every 15 minutes renters are late for arrival/departure times stated on the Event Details form.
* Long Term (Weekend – Defined as 1:00pm Friday – Midnight Saturday)
	+ $500 – Resident; $800 – Non-Resident; $300 Damage Deposit
	+ $25 per 15-minute late arrival/departure time
		- Everyone must be out of the building according to the agreed upon time and the facility in good condition before leaving. The Check-out list must be completed and signed by renter and building staff. Any setup or clean-up that cannot be completed in the rental time frame requested on the Event Details will require additional rental fee. All clean-up must be completed between 8:00am - 1:00pm the following day.
		- A $25 fee will be applied for every 15 minutes renters are late for arrival/departure as stated on the Event Details form.

**R. E. Franks Meeting Center Check Out List**

* Renter is responsible for wiping down tables and re-racking tables and chairs in an orderly/tidy manner. Rectangle tables go on the flat racks. All chairs face the same direction.
* Remove all personal possessions/property, decorations, equipment or furniture, including materials used for securing decorations.
* Collect all trash in the bags provided and place bags in the dumpster outside the east hallway doors.
* Clean up any wet spills and large cake or food messes.
* Check bathrooms for any excessive mess. Take out garbage.
* Pick up and dispose of any trash from the parking lot and grounds.

Once tasks are completed, sign and give the list to the building staff on duty. Thank you for using the R. E. Franks Meeting Center.

Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building Staff:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_