

**Village of Philo R. E. Franks Meeting Center**  
**Rental Application Form - Thelma Melohn Gymnasium**  
(Please print or type information)

**RENTER INFORMATION**

Name: \_\_\_\_\_

Company/Group/Organization: \_\_\_\_\_

Home Address: \_\_\_\_\_  
\_\_\_\_\_

Mailing Address (if different from above):  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_  
Home Work/Mobile

E-mail Address: \_\_\_\_\_

**EVENT INFORMATION - ALL FUNCTIONS ARE NON-SMOKING**

Date(s)/Time(s) Requested:  
Day of the week                      Date                      Time (include set-up/clean-up)

Type of Event: \_\_\_\_\_

Number of People Attending (estimate): \_\_\_\_\_

Serving Alcohol:             Yes             No

Fee-based items (check all desired):

- Table/Chair set-up (\$50 for parties < 100 persons; \$100 for parties ≥ 100 persons)
- Wireless microphone (\$20/day)
- Portable screen (\$10/day)

I hereby certify that the above statements are true to the best of my knowledge; that I have received and read a copy of the policies governing the use of the Village of Philo's R. E. Franks Center; and that our group will comply with the regulations, policies and fee schedule governing the use of the facility.

Signed: \_\_\_\_\_

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

# R. E. Franks Meeting Center

## Rental Information

### Village of Philo R. E. Franks Meeting Center

127 W. Washington St.

PO Box 72

Philo, IL 61864

Phone: (217) 684-2562

Fax: (217) 684-2205

www.villageofphilo.com

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### RENTAL SPACE FEATURES AND FEES

#### Thelma Melohn Gymnasium

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

Features: This space features a performance stage, large retractable projection screen, two basketball nets (one retractable), volleyball net hook-up capability, bleachers, scoreboard and two locker-type rooms. Free Wi-Fi.

Tables & Chairs: Tables and chairs are provided and put away at no additional charge. Set up service is available for \$100 (\$50 for parties less than 100 persons).

Availability: Monday through Friday beginning at 1:00pm; Saturday and Sunday all day. (Note: A day care leases the building Monday through Friday from 7:30 a.m. until 5:30 p.m. Per DCFS regulations, when the day care is open renters will only have access to the gym. Restrooms are available in the locker rooms downstairs from the gym.)

Rental Fee: \$25/hour or \$250/day. Reception package: \$500 reserves gym from 1pm Friday through 1pm Sunday. Multiple-use discount: rent four times in 1 to 2 hour block sessions and get the next session of same time length free. Philo residents receive a 10% discount. Active U.S. Military personnel receive a 15% discount not to be combined with any other discount.

Gymnasium Entrance Address: 108 W. Madison St., Philo, IL 61864

#### Sound System

Overview: The gymnasium has an integrated sound system for use by your party, DJ or band. Use is complimentary but requires a damage deposit.

Features: The system can play CDs and accommodates i-Pods. A wired microphone, wireless microphone, sports microphone and stand are available.

Rental Fee: \$20/day for the wireless microphone.

## **Kitchenette**

Overview: The kitchenette may be used to store food when renting the Thelma Melohn Gymnasium. Use is complimentary with gym rental.

Features: The kitchenette has a sink, refrigerator, microwave oven and pass-through counter.

## **Available Equipment**

(13) Thirteen 8-ft rectangle tables	Two 50-ft extension cords
(20) Twenty 60-inch round tables	Two power strips
Two 6-ft rectangle tables	Portable 60"x60" screen (\$10/day)
250 folding chairs	Stairs to front of stage (\$25/day)

## **RENTAL PROCEDURE**

- 1) Rental information and an online calendar are available at [www.villageofphilo.com](http://www.villageofphilo.com) in the "Franks Center" section. Information may also be obtained from the Rental Coordinator at the Philo Village Office, 127 W. Washington St., Philo, (217) 684-2562, [janet@villageofphilo.com](mailto:janet@villageofphilo.com). Office hours are 8:00 a.m. to 11:00 a.m. Monday through Friday. Appointments can be made with the Rental Coordinator for times other than office hours.
- 2) Complete the **Rental Application Form** and submit it along with the **Reservation Deposit** (25% of the rental fee; non-refundable (exception for deployed U.S. Military personnel)).  
Cash and checks payable to Village of Philo are accepted. Applications may be submitted:
  - a) In person to the Philo Village Office located at 127 W. Washington St. in Philo. Regular office hours are 8:00 a.m. to 11:00 a.m. Monday through Friday, or by appointment.
  - b) By postal mail to REFMC, Village of Philo, PO Box 72, Philo, IL 61864,
  - c) Via e-mail to: [janet@villageofphilo.com](mailto:janet@villageofphilo.com) (the deposit can be mailed separately), or
  - d) Via fax to: (217) 684-2205 (the deposit can be mailed separately).
- 3) Once the application is approved, the Renter will be provided with a **Rental Contract** to complete and sign.
- 4) Receipt of the completed, signed Rental Contract and Reservation Deposit are required to hold the reservation.
- 5) A **Damage Deposit** of \$200 is required if the rental period is greater than five hours, if alcohol is served or if the sound system and/or equipment are used. The Damage Deposit is refundable if facilities are properly cleaned by the user following the event and no damage to the facilities or equipment has occurred, and the event ends at its scheduled time.
- 6) The balance of the Rental Fee and the Damage Deposit (if applicable) are due at least 10 days prior to single-day events and at least 21 days prior to multiple-day events. If the **Rental Application Form** is submitted within 10 days of single-day events or within 21 days of multiple-day events then the balance of the Rental Fee and the Damage Deposit are due at

the time of application. See #2 for payment information. Providing cash for the Damage Deposit will facilitate a quicker return.

- 7) For certain events, such as receptions, an **Event Details Form** must be completed at least seven days prior to the event. This form asks renters to specify arrival and departure times, equipment needs, and other information to assist the staff in ensuring a smooth event.
- 8) Reservation cancellations must be received by the Village at least 14 days prior to single day events and at least 30 days prior to multiple-day events or the Rental Fee paid will be forfeited. Upon timely cancellation, the Rental Fee (minus the Reservation Deposit) and Damage Deposit paid by the Renter will be refunded.

## **POLICIES**

### **Facility Use**

- 1) The Renter must be 18 years or older unless alcohol will be served in which case the Renter must be 21 years or older. The Renter must be physically present on site at all times during the event.
- 2) Maximum capacity in the gymnasium is 350 people.
- 3) No smoking is permitted inside the REFMC. Drugs are not permitted in the REFMC or on Village of Philo property.
- 4) From 7:30 a.m. to 5:30 p.m. Monday through Friday, renters have access to the gymnasium and its locker room restrooms only.
- 5) The use of thumb tacks or other forms of pointed fasteners to hang decorations by direct attachment to painted, wood, or plaster walls is prohibited unless approved by the REFMC staff. Additionally, renters will be responsible for the removal of any decorations and debris at the conclusion of the rental period.  
Items not allowed: Glitter, confetti, free-standing candles (without container or stand)
- 6) Musical groups, including D.J.s, must stop playing by midnight.
- 7) Alcoholic beverage consumption on the premises by a renter and renter's guests in conjunction with a permitted function may, in the Village's discretion, be approved by the Village only under the following conditions:
  - a) The Renter must be 21 years or older and must be physically present on site at all times during the event.
  - b) Alcohol consumption must be indicated on the rental application and contract.
  - c) The Renter must have homeowner's insurance or dram shop insurance applicable to the rental. The insurance information must be provided as directed on the contract.
  - d) All persons consuming alcoholic beverages must be 21 years of age or older.

- e) The “bar” or distribution point for alcoholic beverages may not be located in the south foyer of the gymnasium.
  - f) No alcoholic beverages or alcoholic beverage containers are permitted outside of the building where the permitted event is conducted.
  - g) The use and consumption of alcoholic beverages must comply with all provisions of Illinois Laws.
  - h) Neither the Renter nor any other person may sell alcoholic beverage to guests unless appropriate state and Village licenses are available and obtained by the renter prior to the event.
  - i) The Renter will cease serving alcoholic beverages and/or require intoxicated guests to leave the premises, if directed to do so by any Village official or Champaign County Sheriff’s deputy.
- 8) Village personnel and Champaign County Sheriff deputies have access to the R. E. Franks Meeting Center, including the facilities rented by the Renter, at all times.

**Renter Responsibilities**

- 1) 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.
- 2) The REFMC assumes no responsibility for any personal property, equipment, or furniture brought into the building.
- 3) 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.
- 4) In the event that the Renter or any of his/her guests either a) violate any of the conditions set forth above or below 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 REFMC shall be entitled to retain all rental fees and deposits paid under the “Rental Agreement” as liquidated damages.
- 5) The Renter is responsible for leaving the facility (including the bathrooms) in a tidy condition:
  - a) Remove all personal possessions, including materials used for securing decorations
  - b) Collect all trash in the bags provided and place bags in the receptacle outside the east entrance of the building
  - c) Clean up any wet spills on the floors
  - d) Pick up and dispose of any refuse from parking lot and groundsOur staff will wipe off the tables and chairs, put the tables and chairs away, and sweep and mop the floors.
- 6) Village personnel will review the condition of the facility at the completion of the rental. Failure to comply with the Renter responsibilities (#5 above) will result in loss of part

or all of the Damage Deposit. The Damage Deposit will be also be utilized for any damage to equipment or the facility itself. If damages exceed the amount of the Damage Deposit, the Renter will be billed accordingly.

7) The Renter and his/her party are required to vacate the premises when the permitted time expires. The Renter shall call Village personnel as instructed on the Renter Information sheet if his/her party will leave before or would like to leave after the time indicated on the contract.

**Damage Deposit Refunds**

1) The Damage Deposit is refundable if facilities are properly cleaned by the user following the event, no damage to the facilities or equipment has occurred, and the event ends at its scheduled time.

2) The Damage Deposit, less any appropriate amount for damage caused or extra time used, shall be paid by the Village at a reasonable time after the rental. Damage Deposits made in cash will be returned within seven working days; checks will be refunded within 30 working days.