



FACILITY USE CRITERIA and RENTAL AGREEMENT

305 Burwash Avenue, Savoy, IL 61874 | 217-356-1389 ext. 1001 | staff@illinihomes.com

FACILITY USE CRITERIA

ROOMS AVAILABLE FOR RENT

- 1. Lower Level Education room in the basement (Seats up to 100)**
- 2. Board of Directors room (seats up to 12)**

GUIDELINES FOR USE OF CCAR FACILITIES

WHO MAY USE THE BUILDING:

- Any CCAR member including primary, secondary, and affiliate members. CCAR committees, involvement groups, workgroups, or taskforce.
- IR or NAR representatives.
- Any local government agency or local government department meeting.
- Any group for a real estate-related meeting for the primary benefit of the Association and its members collectively.
- Any member office for real estate-related meetings.
- Non-member use by private solicitation only.
- All other requests from the public relating to Real Estate matters and sponsored by a REALTOR® can be approved by the Executive Committee.

UNACCEPTABLE USES OF THE BUILDING:

- Press Conference for Political candidates seeking office.
- Fundraisers for political candidates seeking office.
- Group activities involving more than normal wear and tear on the facility are not permitted.
- Use of alcoholic beverages of any kind unless it is preapproved by CCAR.

USE RESTRICTIONS:

Conditions of Building Use

- All users of the facilities shall be responsible for the clean-up of the room and, if necessary, shall be responsible for any cost and/or the cost of any damage or repairs.
- All requests for use of the building will be made online via an online form provided by the Association office at least two weeks before the rental begins.
- All users of the facilities other than the Association must be able to demonstrate they have the appropriate liability insurance to hold the Association harmless and/or include CCAR as an additional named insured.
- All users shall provide advanced notification to attendees that the function is not sponsored by the Champaign County Association of REALTORS®.
- No alcoholic beverages will be permitted unless it is preapproved by a CCAR. The Champaign County Association of REALTORS® is a Smoke-Free facility.

See the Lease Agreement for further conditions.

Approved by Board of Directors Revised 3/05; 7/15; 3/23;



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ROOM/FACILITY FEES

1. Education room, which includes use of Equipment (use of TVs, Sound system)
 - a. Member fee: \$25/hour, up to \$100 for the entire day
 - b. Non-member fee: \$40/hour, up to \$150 for the entire day
 - c. Note on usage:
 - i. During business hours, 8 am – 5 pm, Monday – Friday
 - ii. After business hours, fee incurs an increase of 10%
 - iii. 12 meetings prepaid receive a 10% discount – only one meeting will be allowed to be rescheduled to protect the association’s calendar.
 - iv. Includes use of sound system and TVs.
 - v. Must be booked at least 7 days in advance.
 - vi. If a staff member is requested to assist with the event, an additional fee of \$25 per hour will be added to the total.
2. Board of Directors room
 - a. Member fee: \$10/hour, up to \$40/day
 - i. Note on usage:
 1. Member benefit for all member types
 2. Must be booked at least 7 days in advance
 3. Must be during business hours, Monday – Friday
 4. No rental outside of business hours
 - b. Non-member fee: \$20/hour, up to \$80/day



FACILITY RENTAL AGREEMENT

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- The renter will be required to pay the total cost of the rental on the day of the rental **BEFORE** the state of the event.
- For payments returned to use for any reason, CCAR reserves the right to charge you a collection fee and send account to Collections.

RENTAL INFORMATION

Event: _____
 Rental start date: _____
 Rental type: ___ Yearly ___ Monthly ___ One-Time Number of Participants: _____
 Date(s) of Rental: _____ Start and End Time of Rental (includes setup and clean up): _____
 Special requests to be considered: _____

CONTACT INFORMATION

Contact Name _____ Mobile Phone _____
 Company/Firm _____ Email _____
 Address (street, city, zip) _____

FACILITY INFORMATION

Rate (based on rate schedule on previous page): _____

PAYMENT INFORMATION

_____ Credit Card _____ Business Check _____ Cash
 _____ Amount of Deposit (if required) CCAR Staff initials _____
 _____ Rental Amount Total CCAR Staff initials _____
 _____ Deposit Returned/Date CCAR Staff initials _____

AGREEMENT & SIGNATURE

This Agreement is entered into this _____ day of _____, 20 _____, between Champaign County Association of REALTORS®, Savoy, Illinois, as **Lessor** and _____ of _____, Illinois as **lessee**.

In consideration of the mutual covenants in this Lease Agreement, the parties agree as follows:

1. Lessor is the owner of the premises described below. Lessee desires to lease the Education Room/Board of Directors Room of the premises for the purpose of _____.
 The parties desire to enter into a lease agreement to define the rights of each pertinent to a lease of the property. Lessee agrees that the premises shall not be leased for any money-making events (fundraisers, raffles, etc.) unless the lessee obtains prior approval from the Board of Directors of the lessor.
2. Lessee agrees to pay the sum of _____ (as determined above) for lease of the above-described premises. A deposit of \$100.00 is required with the signing of this Agreement and will be applied toward the final bill. The balance of the rental amount is due and payable prior to or on the day of the event. Refunds of any unused portion of the deposit will be made directly to Lessee following the event.

3. The kitchen area on the lower level is available for use upon written request made at the time of the request to lease the premises. If the event is catered, the lessee agrees to provide sufficient persons to gather leftover food and to clean the kitchen while the event is in progress and not afterward.
4. Lessee shall be responsible for cleaning the premises after the event and leaving the premises in the same condition and repair in which it was found. All damage or injury done on the premises by the lessee or by any person who may be in or on the demised premises with the consent of lessee shall be paid for by lessee.
5. Lessee shall provide proof of liability insurance at the time of leasing of the premises. Lessee shall indemnify lessor against all liabilities, expenses and losses incurred by lessor as a result of injury to any person or damage to any property occurring on or about the demised premises, occasioned wholly or in part by any act or omission of lessee, or of lessee's guests, employees, and assignees.
6. Lessor shall furnish all heat and air conditioning to the premise. Lessor agrees to furnish all other utilities for use by the lessee during the term of the lease, including electricity and water.
7. All requests for use of the premises shall be done through the online form (coming soon) and be evaluated by the Executive Officer of the Champaign County Association of REALTORS®, at its offices at 305 Burwash Avenue, Savoy, Illinois or janetc@illinihomes.com. Said request shall be made at least 7 days in advance of the date requested. Lessor reserves the right to refuse to rent to any applicant.
8. Lessee agrees that the sponsor of the lessee shall provide access to the building and arrange for closing of the building at the time of the termination of the event.
9. Lessee acknowledges that unless Lessor is notified of the cancellation of this agreement at least 24 hours prior to date and time of use, Lessee shall be charged a cancellation fee of \$75.00.

IN WITNESS WHEREOF, each party to this lease agreement has caused it to be executed on the date indicated above .

Champaign County Association of REALTORS®

LESSOR – CCAR CEO, Janet Cheney

LESSEE

DATE _____

DATE _____

