

**SENIOR CENTER**

Village of Shiloh

7 Park Drive

Shiloh, Illinois 62269

(Mailing Address: 1 Park Drive, Shiloh, Illinois 62269)

Village Phone: 632-1022 ext., 119

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**CONTRACT FOR THE SENIOR CENTER**

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

Date of Rental: \_\_\_\_\_

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

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

City/State/Zip: \_\_\_\_\_

Number of People: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Time of Event: \_\_\_\_\_

**SENIOR CENTER RENTAL: \$150.00 - DEPOSIT: \$100.00.** Deposit may be refunded, if facilities are left in clean condition. Rental is due one month before the event.

**SENIOR CENTER WITH KITCHEN: \$200.00 – DEPOSIT: \$150.00.** Deposit may be refunded if facilities are left in clean condition. Rental is due one month before the event.  
*This area seats 80 people.*

You may pick up the key on \_\_\_\_\_ between the hours of 8:00 a.m. and 4:00 p.m. at the Municipal Building at 1 Park Drive.

1. Please do not use tape on the walls or ceiling tiles.
2. Please wipe off the tables and sweep the floor.
3. Wipe off the stove tops and wipe up spills in the oven.
4. Please place bags of trash in barrels in the gated area behind Klucker Hall.
5. Check the restrooms and make sure the lights are turned off.
6. Turn off all other lights in the hall.
7. If you rearrange the tables and chairs, please return them to original set-up.
8. Please return the key in the drop box inside the Senior Center.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village Representative

\_\_\_\_\_  
Date

Office Use:

Deposit Fee: \$\_\_\_\_\_ Cash      Check #\_\_\_\_\_      Date Deposit Fee Paid: \_\_\_\_\_

Rental Fee: \$\_\_\_\_\_ Cash      Check #\_\_\_\_\_      Date Rental Fee Paid: \_\_\_\_\_