

13 March, 2018

Lebanon Visitors Center Facility Use Agreement

This facility use agreement is made by and between the Lebanon Chamber of Commerce (“Chamber”) and “Licensee” as stated below.

In consideration of the mutual covenants and agreements and subject to the conditions herein stated, the Chamber hereby grants permission to Licensee, its authorized agents, employees and invitees, and Licensee hereby accepts said permission from the Chamber to use the facility described as the meeting room of the Lebanon Visitors’ Center for the period and purpose described on the attached “Reservation Contract.”

1. Licensee hereby represents that it has examined and knows the condition of the facility and accepts the facility “as is.”
2. Licensee agrees not to allow the facility to be used for any purpose that is unlawful, and agrees to comply with all the rules and regulations which the Chamber promulgates forthwith:
 - The Visitor’s Center may not be used for any purpose contrary to the stated mission of the Chamber.
 - Safety, occupancy, fire and other rules, regulations, and applicable ordinances must be complied with strictly.
 - Smoking is not permitted anywhere inside the Visitor’s Center.
 - Access to the Visitors’ Center will be as specified by the Chamber representative.
 - Individuals and groups must enter and leave the Visitors’ Center in an orderly and quiet manner causing no disturbances.
3. The Chamber reserves the right to cancel this agreement and the permissions herein granted if the Chamber determines that the Licensee’s intended use of the Visitors’ Center conflicts with any policy, rule, or regulation promulgated by the Chamber.
4. This agreement and permission herein granted may not be reassigned by the Licensee.
5. The Licensee shall be responsible for all acts of its agents, contractors, employees, guests, and invitees.
6. The Licensee hereby waives all claims of liabilities, losses, damages, and expenses (including attorney’s fees) it may now, or hereafter have against the Chamber for damages to person or property sustained by the Licensee resulting from use of the Visitors’ Center from any accident within the Visitors’ Center or resulting directly or indirectly from any act of the Licensee while using the Visitors’ Center.

7. The Licensee hereby agrees to indemnify and hold the Chamber harmless against any and all claims of liability, losses, damages, and expenses (including attorney's fees) by any of Licensee's agents, employees, or invitees, that may arise during or out of the Licensee's use of the Visitors' Center.
8. The Licensee agrees not to make any changes, alterations, decorations, installations, or improvements of the physical appearance of the Visitors' Center without prior written approval of the Chamber. Promptly after conclusion of use of the Visitors' Center, Licensee agrees (at its sole cost and expense) to restore the Visitors' Center to the prior-use condition. Licensee understands that any unauthorized changes to the physical appearance or condition of the Visitors' Center may be corrected by the Chamber at the expense of the Licensee.
9. This agreement is to be accompanied by a damage/custodial deposit of \$50. This deposit may be refunded if the facility is left clean and fully restored to its pre-use condition. Not-for-profit Lebanon organizations using the Visitors' Center are requested to make an appropriate donation in appreciation for use of the facility. Other users are required to pay a fee of \$60 for up to 4 hours use and \$100 for over 4 hours up to 8 hours of use.
10. The Licensee agrees to provide information to the group, either individually or as a whole, pertaining to proper evacuation routes posted at or near each inside entrance to the building.
11. The Licensee will complete the attached Reservation Contract, sign this contract, and return it along with the deposit of \$50 no later than 15 days before the use of the facility. Fees will be paid by the Licensee upon arrival for use of the facility.
12. A representative of the Chamber will meet the Licensee upon arrival at the Visitors' Center and will be there for the closing of the event.

Licensee Date

Chamber Representative Date

221 West St Louis St, Lebanon IL 62254
(618) 537-8420

Lebanon Visitors Center
Reservation Contract

Licensee _____

Address _____

City, State, Zip _____

Telephone _____

Date/Time of Event: _____

Approximate number of people in attendance: _____

Description of Event:

Facilities to be used:

Street Level Reception Room	_____	_____
	Yes	No
Basement Meeting Room	_____	_____
	Yes	No
Big Screen TV for projection	_____	_____
	Yes	No
Kitchen	_____	_____
	Yes	No
Will food be served?	_____	_____
	Yes	No