

# Rantoul Business Center

## Facility Rental Application

- Auditorium**  
Fee \$200 (seats approx.110) 7:30 AM – 5 PM M-F
- Large Conference Room**  
Fee \$100 (seats approx. 14 plus 20) 7:30 AM – 5PM M-F
- Small Conference Room**  
Fee \$75 (seats approx. 10 plus 8) 7:30AM – 5 PM M-F
- Large Kitchen**  
Fee \$100 (seats approx. 36) 7:30 AM - 5 PM M-F

\*ADDITIONAL \$50 for after hours and weekend rentals.

Set-up & Equipment Required \_\_\_\_\_

Date(s) of Rental \_\_\_\_\_

Time(s) of Rental \_\_\_\_\_

Person and/or Group Renting Facility \_\_\_\_\_

Approximate Number of People Attending \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Work or Cell \_\_\_\_\_

**\*DAMAGE DEPOSIT:** A \$50 damage deposit shall be collected and returned *in full or in part, depending upon final condition of rental location, within fourteen days after the use of the location. These conditions shall include, but are not limited to:*

- No broken or damaged equipment
- Table & chairs replaced to original location
- Carpet free of stains and/or spills
- No smoking in the building
- No alcohol allowed on Village property
- Please note! All trash will be taken out by ESS (only)

**Total Amount Due for Rental \$** \_\_\_\_\_  **Paid Check #** \_\_\_\_\_

Additional Comments:

Signature of Person Responsible: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please submit form through the “email us” link with “RBC Rental” in the Subject line.