

Sheridan Community Center Rental Procedures

1. Reservation are made through the village office
 - a. Reservations are secured when your rental and cleaning deposit are paid in full.
 - b. Renters must initiate contract in person (no contracts will be mailed)
 - c. Deposits are non-refundable after 15 days of signed contract

2. Hours of rental: 8:00 am day of event until 2:00 am next day

3. Renter must contact village office three days prior to event to arrange for key pickup

4. Community center:
 - a. Capacity: 225
 - b. Tables: 21 round; 20 long
 - c. Kitchen has 2 refrigerators and one stove
 - d. No candles, glitter or tape allowed on walls & floors – must use command strips
 - e. No red drinks

5. Rental Rates:
 - a. Village residents: \$250
 - b. Non-residents: \$350
 - c. Benefits/fundraiser: \$50.00
 - d. Sign rental: \$20.00 (pick up letters at village office)
 - e. Cleaning Deposit: \$100 (refundable if cleaned)

6. Alcohol Usage:
 - a. If serving alcohol or BYO at your event, you are required to have a \$300,000 liquor liability policy “POL” this is a rider on your homeowner’s policy.
 - b. This POL must be on file prior to your event

7. Clean-Up: follow cleaning check list provided at time of key pickup.