



Community Room Reservation Application Form

To request a reservation for the Community Room, please complete and submit the form below to:

Village of Volo, 500 S. Fish Lake Road, Volo, IL 60073, dlemay@villageofvolo.com, Fax: 847-740-6802

Group Name: _____ Type of Organization: _____

Address: _____

Contact Name: _____ Daytime Phone: _____

Email: _____ Fax: _____

Please Circle the Applicable Answers: Will your group require use of the warming kitchen? Yes No

Will beverages be served? Yes No Will food be Served? Yes No

Brief Description of the Nature of the Event: _____

Total Estimated Attendance: _____ Number of Children: _____ Number of Adults: _____

Date(s) being requested: _____

Rental Start time: _____ Rental Finish Time: _____

When requesting meeting times, please be sure to include adequate time for your group's setup and cleanup.

- By completing this application, the applicant agrees that they have read and will abide by the Village of Volo [Community Room Rules & Regulations](#) and to indemnify, hold harmless, and defend the Village of Volo from and against any and all personal injuries and/or loss of personal property sustained by the applicant's attendees arising out of the facility use applied for under the Village of Volo Community Room Usage Policy. Further the applicant agrees to obtain a certificate of insurance either directly through the applicant's insurance company or through the TULIP program of the IMLRMA.
- The applicant agrees to pay \$30 per hour as outlined above and a \$50 Cleaning Fee per use. **All applicable fees will need to be paid in advance to hold the Date and times for Event.**
- The key for access to the community room can be picked up the day of the event or business day prior (weekend events) and returned directly after rental completion. The certificate of Insurance will be provided to the village hall prior to or at time of key pick up.
- Not for profit groups: Please call the Village Hall prior to event/meeting if you will not use your scheduled date.
- Applications for reservations are accepted up to six (6) months in advance of the event date. Application does not guarantee approval of requests.

Signature _____

Date _____

Mayor: Stephen Henley
Trustees: Michael Wagner – Carol Porter – Bruce Buschick – Kurt Johnson – Dustin Heuser – John Buttita
Village Clerk: Bonnie Rydberg