

Application

Security Deposit

Payment \$_____



Community Room Non Profit Application

To request a reservation for the community room, please complete and submit the form below to:

500 S. Fish Lake Road, Volo, IL 60073 or Email: chuhn@villageofvolo.com Village of Volo: 847-740-6982

Group Name: _____ Type of Organization: _____

Address: _____ Email: _____

Contact Name: _____ Daytime Phone: _____

Brief Description of the Nature of the Event: _____

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

Frequency of Usage: One time only Weekly Bi Weekly Monthly Other: _____

Date(s) being requested: _____

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

Rental Start time: _____ Rental Finish Time: _____

Please circle the applicable answers: Will your rental require use of the warming kitchen? Yes No

Will food and/or beverages be served? Yes No Will Village tables and/or chairs be used? Yes No

Initials:

- _____ By completing this application, the applicant agrees that they have read and will abide by the Village of Volo [Community Room Rules & Regulations](#). The applicant agrees 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.
- _____ The applicant agrees to pay **\$10 per scheduled event if Volo based (\$50 if outside of Volo.)**
Please Note: The fee will need to be paid in advance to hold the date and times for the event.
- _____ **A security deposit is required annually in the amount of no less than \$100.00.** The deposit may be increased as the Village determines in its sole discretion. The Community Room must be left clean and in good condition. All waste must be disposed of properly. All tables/chairs used need to be replaced on the storage racks at the end of the event Failure to leave the facility in proper order will result in denial of future requests to use the room and further, the Village shall have the right to retain any portion or all of the security deposit. No member of the village staff will be available outside of normal business hours for event support.
- _____ 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.
- _____ Please call the Village Hall at least 48 hours prior to event/meeting to reschedule with no additional fees.
- _____ Applications for reservations are accepted annually from April 1st – April 30th. An application does not guarantee approval of requests and dates can be added throughout the year at first come first serve. Fees are subject to change without notice.
- _____ The Village of Volo reserves the right to terminate this agreement at any time or to reassign space without notice.

Signature _____

Date _____