

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 \$20 per scheduled event if Volo based (\$60 if requesting a weekend date or are 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

**Please read and initial the rules and regulations listed below:**

\_\_\_\_\_ 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.

\_\_\_\_\_ The applicant agrees to pay a \$20 fee per use for weekdays and \$60 per use for weekends (\$10 deep cleaning fee due to Covid-19 precautions) and a \$100 refundable security deposit.

**All applicable fees will need to be paid in advance to hold the date.**

\_\_\_\_\_ Security deposits will be carried over unless a refund request is submitted in writing. Refunds will be issued in check form pending approval on the 1<sup>st</sup> and 3<sup>rd</sup> Tues of the month and sent via USPS to the address listed on the application.

\_\_\_\_\_ Room is monitored via video surveillance:

- **Any group of more than 50 people will forfeit their \$100 deposit.**

\_\_\_\_\_ No Alcohol Permitted

\_\_\_\_\_ No parking by lower doors

\_\_\_\_\_ The following clean up actions must be complete for refund of security deposit:

- All Chairs/Tables used must be left out after the event to ensure they are sanitized
- Garbage must be removed and placed in dumpster
- Make sure all décor, food, and trash are completely cleaned up

\_\_\_\_\_ The key for access to the community room will need to be picked up the day of the rental or business day prior (weekend events) and returned directly after rental completion.

Applications for reservations are accepted up to six (6) months in advance of the event date. No member of the village staff will be available outside of normal business hours for event support. Application does not guarantee approval of requests. Security deposits will be refunded to the name and address listed on this form upon written request assuming no damage has been done during the duration of the use.

Signature \_\_\_\_\_

Date \_\_\_\_\_