



Application

Fee \$ _____
Early Set-Up Y/N

Security Deposit

Community Room Rental Application

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 or via email: chuhn@villageofvolo.com

Contact Name: _____

Daytime Phone: _____

Address: _____

Email: _____

Please Circle the Applicable Answers:

- Will your rental require use of the warming kitchen? Yes No
- Will food and beverages be served? Yes No

Brief Description of the Nature of the Event: _____

Number of Children: _____ Number of Adults: _____

Total Estimated Attendance: _____

Date(s) being requested: _____

When requesting rental times, please be sure to include adequate time for event setup and cleanup:

Rental Start time: _____ Rental Finish Time: _____

Please see page two for rules and regulation sign off.

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

500 S. Fish Lake Road – Volo, IL 60073 – p: (847) 740-6982 – f: (847) 740-6802 – www.villageofvolo.com

The Village of Volo is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and require certain accommodations to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are requested to contact the Deputy Village Clerk at (847) 740-6982 promptly to allow the Village of Volo to make reasonable accommodations for those persons.

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 \$300 rental fee as outlined above and a \$200 security deposit per use. **All applicable fees will need to be paid in advance to hold the date and times for rental.**
- _____ Security deposits will be refunded following the event. Refunds will be issued in check form pending approval on the 1st and 3rd Tues of the month and sent via USPS to the address listed on the application.
- _____ The applicant agrees to pay \$50 per additional 30 minutes outside of normal rental time (12pm to 8pm.)
- _____ There is a \$100 fee for early set-up prior to 12pm day of the event.
- _____ Room is monitored via video surveillance:
 - Anyone who is early will be charged \$100 out of security deposit
 - Anyone who is late leaving the room will be charged \$50/30 minutes out of security deposit
- _____ No Alcohol Permitted
- _____ No parking by lower doors
- _____ All set up and take down is the renters responsibility:
 - All Chairs/Tables must be placed back on racks at the end of the event
 - 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 after the event has taken place assuming no damage has been done during the duration of the use.

Signature _____

Date _____