



# Request/Application For Use of Village Facility

Date of application \_\_\_\_\_

RENTAL DAY/DATE \_\_\_\_\_

TIME: from: \_\_\_\_\_ to \_\_\_\_\_ (Between 9:00 am and 10:00 pm) including set ups/early arrivals

Facility Requested:                      Community Room \_\_\_\_\_  
    Conference Room \_\_\_\_\_  
    Kitchen \_\_\_\_\_  
    AV Equipment \_\_\_\_\_

NAME OF ORGANIZATION \_\_\_\_\_

TYPE OF FUNCTION \_\_\_\_\_ NUMBER OF PEOPLE \_\_\_\_\_

WILL POLICE ASSISTANCE BE NEEDED FOR ADDITIONAL PARKING ON PINE LAKE CIRCLE? \_\_\_\_\_

SPECIAL SETUP (if necessary) \_\_\_\_\_

APPLICANT/REPRESENTATIVE/PERSON RESPONSIBLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

## WAIVER AND RELEASE OF ALL CLAIMS

*For and in consideration of the use of the Village of Kildeer facilities, and person or group using same hereby agrees to indemnify and hold the Village of Kildeer harmless from any and all actions and/or suits caused by or relating to, its use of such facilities. Further such person or group agrees to indemnify the Village from any and all damages or loss as may be caused directly or indirectly to facilities by such use thereof.*

*I have read the Statement of Policy with regard to the facility, and my organization will adhere to all rules as stated, and I will be responsible for enforcing them.*

APPLICANT (Please Print) \_\_\_\_\_

APPLICANT SIGNATURE \_\_\_\_\_

Fees Paid In Advance: Deposit \$150 \_\_\_\_\_ Special Set-up \$75 \_\_\_\_\_  
(If requested)

Approval by Village Administrator \_\_\_\_\_ Date \_\_\_\_\_

## **ROOM/FURNITURE ARRANGEMENTS**

The **Community Room** is set up in theater style with seating for 50 member audience, 9 position dais/ head table, and 4 side table positions, all with executive chairs. There are 50 audience chairs. The maximum capacity is 75. The organization may rearrange the audience chairs as needed, but must return the audience chairs to their original position. If a different room/furniture arrangement is requested, there will be a \$75 set-up charge. The dais must remain in position. There are four 30"x72" tables available and an additional 36 folding chairs.

The **Conference Room** has permanent seating for 12. The maximum capacity is 20. Additional chairs may be requested for the perimeter of the room.

The **Kitchen** has seating for 4 and a maximum capacity of 6. There is no option of changing the room setup.

## VILLAGE OF KILDEER ROOM RENTAL POLICIES

1. The Village of Kildeer offers its Community Room, Conference Room, and/or Kitchen for use of Kildeer resident organizations. Examples of resident organizations are: homeowner's associations, Kildeer Women's Club, Long Grove/Kildeer Garden Club, Long Grove/Kildeer Newcomer's Club, or Long Grove/Kildeer Rotary Club. Rental of Village Facilities is intended for meetings and ceremonies, not recreational, arts & crafts, or meal service activities.
2. Permission to use the Village of Kildeer facility does not in any way constitute an endorsement of the groups' policies and beliefs. Advertisements for meetings held at the Village Facility do not imply Village sponsorship. All press releases, promotional materials and other forms of publicity produced by the booking organization must contain the following statement: *"This is not a Village of Kildeer sponsored program."* Failure to include above statement may result in cancellation of reservation with no refund.
3. Those uses of the meeting room that interfere with the operation of the Village of Kildeer will not be permitted. Priority will be given to Village of Kildeer official meetings.
4. Attendance during use may not exceed the maximum capacity: Community Room – 75; Conference Room – 20; Kitchen – 6
5. No organization may use the Village Facility as its official address. The Village is not responsible for items owned by community groups and left at the Village Facility, nor can the Village provide storage for property of organizations that meet there.
6. Governmental organizations are subject to full compliance with the Illinois Open Meetings Act. Meetings must be open to the public and free of charge. Nothing can be sold and no donations can be solicited at the meetings. Use of the Village Facility shall be in compliance with all Village of Kildeer ordinances, rules, regulations and policies.
7. Room rental must be between the hours of 9:00 a.m. and 10:00 p.m. The rental time must include pre-meeting set-up and post meeting clean-up.
8. The meeting rooms can only be reserved up to six months in advance. Rooms are reserved on a first-come, first served basis, upon receipt of the completed application and payment of applicable fees. The Village should be notified if a cancellation becomes necessary. Failure to cancel 48 hours in advance of the meeting may result in reservations being denied in the future and loss of payment. No groups may reassign use of the room to another group.
9. Smoking and/or consumption of alcoholic beverages are not permitted in the Village Facility or campus.

10. The kitchen must be reserved when refreshments are served. Simple refreshments (coffee, doughnuts, punch, cookies, hor d'oeuvres, etc.) or box lunches may be served at meetings. The kitchen is intended for this kind of use only, and may not be used for cooking.

11. The Village shall have the right to preempt any approved agency meeting if such meeting conflicts with an official meeting or function of the Village of Kildeer. The Village reserves the right to cancel any scheduled meeting if circumstances warrant.

12. All fees are payable at the time of application. Confirmation will be made within one week after receipt of application with payment. Deposit will be kept on file for those organizations scheduling regular meetings. Deposits for individual meetings will be returned (less cost of damage, breakage, etc.) within one week after said meeting.

Fees: Deposit: \$150

Special Set-up: \$75

Audio/Visual Equipment: \$10

13. The Village Facility has designated parking for 24 vehicles. Parking is prohibited on the ramp to the lower level, and on Quentin Road. During Village Office hours (8:30 a.m. to 4:30 p.m.) priority must be given to employee and official business parking.

14. Organizations not requesting special set-up are responsible for leaving the rented rooms in the condition in which they were found. Chairs must be returned to their original position; the kitchen should be left in a clean and orderly condition.

15. The Applicant shall be responsible for any extraordinary costs incurred by the Village related to any meeting, whether such costs are related to security, custodial care, damage, loss, or any other matter.

16. Audio/visual equipment is available by special arrangement.