



VILLAGE OF CARPENTERSVILLE

**APPLICATION AND AGREEMENT FOR THE USE OF
MEETING ROOM FACILITIES**

NAME OF ORGANIZATION:

IS THIS ORGANIZATION REGISTERED WITH THE STATE OF ILLINOIS AS NON-PROFIT OR CHARITABLE? Yes _____ No _____

RESPONSIBLE PERSON IN CHARGE (MUST BE A RESIDENT OF CARPENTERSVILLE, ILLINOIS, OR AN AUTHORIZED AGENT OF A PROPERTY MANAGEMENT COMPANY ACTING ON BEHALF OF A CARPENTERSVILLE HOMEOWNERS ASSOCIATION, FOR USE OF VILLAGE HALL OR CARPENTERSVILLE FIRE DEPARTMENT MEETING ROOM FACILITIES, OR A RESIDENT OF THE FIRE DISTRICT SERVED BY THE CARPENTERSVILLE FIRE DEPARTMENT, FOR USE OF FIRE DEPARTMENT MEETING ROOM FACILITIES):

(Name and Address)

Work Cellular Other

(Telephone Number)

DATE(S) AND HOURS REQUESTED FOR USE:

- ❖ **VILLAGE HALL MEETING ROOM FACILITIES ARE ONLY AVAILABLE ON TUESDAY, WEDNESDAY, AND THURSDAY FROM 6:30 P.M. TO 8:45 P.M.**
- ❖ **THE MEETING ROOM AT FIRE STATION #3 IS AVAILABLE MONDAY THROUGH FRIDAY FROM 2:30 P.M. TO 9:00 P.M.**

ESTIMATED NUMBER OF ATTENDEES: _____

PURPOSE OF MEETING: _____

ALL APPLICATIONS MUST BE SUBMITTED AT LEAST THIRTY (30) DAYS IN ADVANCE OF THE REQUESTED MEETING DATE AND BE ACCOMPANIED BY THE FOLLOWING ITEMS:

1. \$25.00 SECURITY AND MAINTENANCE DEPOSIT PAYABLE TO THE VILLAGE OF CARPENTERSVILLE SHALL BE SUBMITTED WITH THE APPLICATION. THIS IS A ONE-TIME CHARGE THAT SHALL BE REFUNDED IF THE ORGANIZATION NO LONGER NEEDS TO USE THE ROOM, PROVIDED THE USER ORGANIZATION LEAVES THE MEETING ROOM IN THE SAME CONDITION AS FOUND.
2. EVIDENCE OF GENERAL LIABILITY INSURANCE CARRIED BY THE USER ORGANIZATION IN THE AMOUNT OF \$1,000,000 PER OCCURRENCE / \$1,000,000 AGGREGATE AND NAMING THE VILLAGE OF CARPENTERSVILLE AS AN ADDITIONAL INSURED.

PLEASE SUBMIT APPLICATION MATERIALS FOR VILLAGE HALL MEETING ROOM TO:

VILLAGE MANAGER
VILLAGE OF CARPENTERSVILLE
1200 L.W. BESINGER DRIVE
CARPENTERSVILLE, IL 60110

PLEASE SUBMIT APPLICATION MATERIALS FOR FIRE STATION #3 ROOM TO:

ADMINISTRATIVE ASSISTANT
CARPENTERSVILLE FIRE DEPARTMENT
1200 L.W. BESINGER DRIVE
CARPENTERSVILLE, IL 60110

IN THE EVENT THAT YOUR ORGANIZATION MUST CANCEL A MEETING SCHEDULED TO USE VILLAGE FACILITIES:

PLEASE NOTIFY THE VILLAGE MANAGER'S OFFICE AT 224-293-1626 REGARDING VILLAGE HALL MEETING ROOM USE AT LEAST 24 HOURS IN ADVANCE. FAILURE TO PROVIDE SUCH NOTIFICATION MAY RESULT IN DENIAL OF FURTHER USE OF VILLAGE FACILITIES.

NOTIFY THE FIRE CHIEF'S OFFICE AT 847-426-2131 REGARDING FIRE STATION #3 MEETING ROOM USE.

VILLAGE OF CARPENTERSVILLE MEETING ROOM FACILITIES AGREEMENT

AS THE RESPONSIBLE PERSON IN CHARGE AND SIGNATORY TO THE APPLICATION AND AGREEMENT FOR THE USE OF MEETING ROOM FACILITIES, I HEREBY AGREE TO COMPLY WITH THE FOLLOWING RULES, REGULATIONS, TERMS, AND CONDITIONS FOR THE USE OF SAID VILLAGE OF CARPENTERSVILLE FACILITIES:

1. AT LEAST 50% OF THE MEMBERS OF THE USER ORGANIZATION, INCLUDING THE RESPONSIBLE PERSON IN CHARGE, UNLESS THE RESPONSIBLE PERSON IN CHARGE IS AN AUTHORIZED AGENT OF A PROPERTY MANAGEMENT COMPANY ACTING ON BEHALF OF A CARPENTERSVILLE HOMEOWNERS ASSOCIATION, SHALL BE RESIDENTS OF THE VILLAGE OF CARPENTERSVILLE. FOR USE OF FIRE DEPARTMENT MEETING FACILITIES, RESIDENCY WITHIN THE FIRE DISTRICT AREA SERVED BY THE CARPENTERSVILLE FIRE DEPARTMENT SHALL BE DEEMED THE SAME AS RESIDENCY WITHIN THE VILLAGE OF CARPENTERSVILLE.
2. ALCOHOLIC BEVERAGES ARE NOT ALLOWED. COFFEE, SOFT DRINKS, COOKIES, AND SIMILAR LIGHT REFRESHMENTS ARE ALLOWED. SMOKING ANYWHERE WITHIN VILLAGE BUILDINGS IS PROHIBITED.
3. THE RESPONSIBLE PERSON IN CHARGE SHALL BE PRESENT THROUGHOUT THE MEETING, SHALL BE RESPONSIBLE FOR CLEAN UP, AND AGREES THAT ALL PERSONS IN ATTENDANCE SHALL ABIDE BY ALL APPLICABLE RULES AND REGULATIONS FOR THE USE OF VILLAGE MEETING ROOM FACILITIES. THE RESPONSIBLE PERSON IN CHARGE SHALL ASSURE THAT PERSONS IN ATTENDANCE DO NOT WANDER THE BUILDING.
4. CHILDREN SHALL BE SUPERVISED AT ALL TIMES.
5. THE RESPONSIBLE PERSON IN CHARGE AGREES ON BEHALF OF THE USER ORGANIZATION TO INDEMNIFY, HOLD HARMLESS, AND DEFEND THE VILLAGE OF CARPENTERSVILLE AGAINST ANY AND ALL CLAIMS, DEMANDS, AND / OR ACTIONS WHICH MAY HEREAFTER AT ANY TIME BE MADE OR INSTITUTED AGAINST THE VILLAGE OF CARPENTERSVILLE ARISING FROM THE USER ORGANIZATION'S OCCUPANCY OF VILLAGE FACILITIES.

THE VILLAGE OF CARPENTERSVILLE HAS SOLE DISCRETION TO APPROVE OR DENY ANY AND ALL REQUESTS FOR THE USE OF ITS MEETING ROOM FACILITIES. FAILURE OF THE RESPONSIBLE PERSON IN CHARGE AND / OR THE USER ORGANIZATION TO COMPLY WITH ALL APPLICABLE RULES AND REGULATIONS MAY RESULT IN DISQUALIFICATION OF THE RESPONSIBLE PERSON IN CHARGE AND / OR THE USER ORGANIZATION FROM FURTHER USE OF VILLAGE MEETING ROOM FACILITIES.

Signature of Responsible Person In Charge

Date

APPROVED BY VILLAGE MANAGER:

Village Manager

Date