



COMMUNITY ROOM RESERVATION

The Village of La Grange Park is pleased to make its Community Room in the basement of the Village Hall available to the public so that it can further serve its residents. Every attempt will be made to allow an Applicant the use of the Community Room as requested. However, unforeseen circumstances may arise that require the Village's use of the Community Room. If this occurs, the Applicant will be contacted as soon as possible to cancel the reservation.

Permission to use the Community Room does not constitute an endorsement by the Village of the subject matter of the meeting or endorsement of viewpoints expressed by meeting attendees or participants. In general, the Community Room cannot be utilized by commercial or political organizations, or for gambling, loud, disruptive activities, or social functions (i.e. weddings, anniversaries, showers, card parties, birthday, and social club parties, etc). In the event an individual, group, or organization is denied permission to use the Community Room due to a failure to comply with, or a violation of the Village's rules for use of the Community Room, the individual, group, or organization may appeal to the Village Manager.

Applications must be presented a minimum of two weeks in advance of the event and reservations will be accepted on a first-come, first-served basis. Hours/days of operation are: Monday – Friday from 8AM – 9:30PM (community room must be vacated by 10PM) and Saturdays from 9AM – 5:30PM (community room must be vacated by 6 PM). Requests for one or more reservations will be considered and, if accepted, may be renewed on a quarterly basis – preference will be given to community groups that have used the Community Room within the last scheduled quarter.

Name of Organization _____

Mailing Address _____

Name of Applicant/Contact _____

Address _____

Telephone – Day _____ Evening _____

Description of event: _____

Event Date(s) _____

Hours _____

Expected Attendance _____

Requirements:

- ✓ The key to the Community Room is available at the Police Department dispatch area, 447 N. Catherine. The key must be checked-out and returned by the applicant. The applicant will be required to leave their driver's license with the dispatcher.
- ✓ The applicant shall assume full responsibility for compliance with all conditions, fees, and any costs associated with damage to Village property, clean up by Village crews, or any other additional Village expense caused by this event. The applicant shall be responsible for leaving the premises as they were found and in a clean and orderly condition.
- ✓ No alcohol shall be sold, given-away, or consumed on the premises.
- ✓ The Village shall not be responsible or liable for articles and equipment left at the Village Hall.
- ✓ The applicant shall comply with all applicable Village ordinances and requirements.
- ✓ The lights must be turned off and the doors locked after use of the Community Room.

Submit this application to:
Village of La Grange Park
447 N. Catherine
La Grange Park, IL 60526
(708) 354-0225 Fax (708) 354-0241

The applicant shall be strictly liable for all acts of its agents, volunteers, invitees, guests, officers and employees. APPLICANT AGREES TO HOLD HARMLESS THE VILLAGE OF LA GRANGE PARK, ITS OFFICERS, AGENTS AND EMPLOYEES FROM ANY CLAIM, SUIT OR LIABILITY ARISING OUT OF, OR DURING, OR AS A RESULT OF APPLICANT'S USE OR RESERVATION OF THE COMMUNITY ROOM. I hereby agree to abide by all rules and regulations stated by the Village of La Grange Park.

Applicant's Signature _____ Date _____

<u>For Internal Use Only</u>
Date Approved/Denied: _____
Applicant Notification Date: _____
Room Inspection Done: _____
Comments: _____

