

VILLAGE OF NORTH PEKIN

206 LINCOLN BOULEVARD

NORTH PEKIN, ILLINOIS

APPLICATION AND PERMIT FOR USE OF COMMUNITY ROOM

Date of Application _____

Name of Applicant _____

Address _____

City _____ State _____ Phone _____

Proposed Use of Facility _____

Estimated Attendance _____

Date Requested _____ Time Requested _____ From _____ To _____

Applicant Signature _____

By signing this application, the applicant certifies that:

1. He/she will observe all rules and regulations regarding use of the facility.
2. He/she will advise all participants of the regulations for use of the facility.
3. He/she will report any damage or loss incurred during use of the facility.

OFFICE USE ONLY

Request: Approved _____ Signed _____

Denied _____

Village Representative

Fee Received \$ _____

**Village of North Pekin
206 Lincoln Boulevard
North Pekin, Illinois 61554
Rules, Regulations and Fees
Reservation/Rental of Community Room**

I. GENERAL PROVISIONS

The Village of North Pekin Community Room shall be available on a first come, first served basis to any group, club, organization, individual, business or entity for the purpose of conducting meetings, fundraising, or social events, and other gatherings for any lawful purpose, all subject, however, to the following rules and regulations.

II. DEFINITIONS

The following terms shall have the following meanings unless the context in which they are used clearly indicates otherwise.

Resident – shall mean any person/individual residing within the limits of the Village of North Pekin.

Non-resident – shall mean any individual, group or entity not residing within the limits of the Village of North Pekin.

Event – shall mean any gathering, meeting, party, reception or other use of the facility conducted pursuant to an approved application for such use.

Facility – shall mean the Village of North Pekin Community Room located at 206 Lincoln Boulevard, North Pekin (buildings and grounds).

Fee – shall mean the payment of monies to the Village of North Pekin in order to ensure compliance with the rules and regulations, cleanliness of the building and assurance that no damage has occurred.

III. OCCUPANCY REQUIREMENTS

No more than 162 people without tables, or 76 with tables set up can occupy the premises at one time. This requirement is strictly enforced by the State Fire Marshall and the North Pekin Police and Fire Departments. Any violation of this clause may cause termination of the event and loss of any/all deposit.

IV. APPLICATION AND FEE

Application for use of the facility shall be made to the office of the Village Clerk on such forms as are provided for such purpose. Fee will be paid after application is approved.

FEES – RESIDENTS - \$25.00 nonrefundable. — **NON-RESIDENTS** - \$100.00 nonrefundable.

V. CONDUCT

Children, youths must be supervised at all times by an adult. Children may not play in the parking lot, or around the outside of the building unless accompanied by an adult.

Smoking is not allowed anywhere inside the building.

No food or drink is to be taken outside or in any other part of the building except the community room.

VI. ALCOHOLIC BEVERAGES

1. Under no circumstances may alcoholic beverages be used or consumed anywhere in the building or on any grounds around the building.
2. Any violation of the rules regarding alcoholic beverages at the facility shall cause immediate termination of the event and all persons attending the event shall be required to leave the premises. This provision will be enforced by the North Pekin Police Department. This may disqualify that person, group or entity from ever using the facility again.

VII. DECORATIONS

Any signs placed outside the building are only allowed on your stakes. There shall be **NO** signs taped, nailed, stapled or otherwise affixed to the outside of the building on the Village of North Pekin signs.

Decorations are allowed inside the building. However, decorations shall **NOT** be taped to any part of the ceiling or walls. Please use other means of placing decorations which will not cause damage.

VIII. CLEAN UP AND APPEARANCE

Each person, group, organization reserving/renting the facility shall be required to clean up the premises inside and outside, wash all dishes, dispose of all trash and litter (placed in appropriate receptacles outside the building for garbage pickup), sweep the floors, and generally police the grounds leaving the premises in the same condition as they were prior to the use.

Failure to abide by the foregoing provisions relating to clean up may be cause for:

1. Disqualification of said renter from any further use of the facility.

IX. PROPERTY DAMAGE

The permit holder shall be responsible for and will pay for any damage to the hall and equipment which result from use of the facility.

X. OPENING AND CLOSING OF BUILDING

A representative of the Village will meet with the person reserving the building at the time given on the application to open the building, and will also return to secure the building at the time stated on the application to close the building. Someone must remain on the premises at all times during the reservation. At no time should the building be left unblocked and unattended. Should you have need for assistance from the village, call the non-emergency Police number, 309-382-3412.