

301 S Main Street

Village Of Palestine

Palestine, IL

62451

618-586-2777

COMMUNITY FACILITY RESERVATION

Including Pavilion

(NO ALCOHOL)

Today's Date: _____

Fees: \$75.00

Non-Profit Organization: \$0.00

Activity Date: _____ Time: _____

Name of Group/individual: _____

Purpose of Reservation _____

Person in Charge: _____ Phone No _____

ALL RULES AND REGULATIONS ARE TO BE ADHERED TO AS OUTLINED - SEE ATTACHED INDEMNIFICATION AGREEMENT: *The **Rentor** agrees to defend, indemnify and hold harmless any and all damage which may be asserted, claimed or recovered against or from **The Village Of Palestine** by reason of any damage to property, personal injury or bodily injury, including death, sustained by any person whomsoever and which damage, injury, or death, arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss, cost of expense if caused in whole or in part by the negligence of **The Village of Palestine** or by third parties, or by the agents, servants, employees or factors of any of them.*

Signature: _____ **DATE:** ____/____/____

Address: _____

City/State: _____ Zip code: _____

Witness: _____ **DATE:** ____/____/____

Fee paid: _____ Date Paid: ____/____/____ Cash or Check No: _____

RULES AND REGULATIONS

618-586-2777

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BE IT RESOLVED: That the following RULES AND REGULATIONS apply to the operation and scheduling of ALL the Village of Palestine Facilities.

1. The Village of Palestine will not be responsible for any ACCIDENTS. All damages caused and/or created by the renting organization or group shall be paid for by them, and the Village Board of Trustees approval will be required for any future use of the Community Building.

2. There will be NO SMOKING and NO ALCOHOLIC BEVERAGES allowed in the Village of Palestine Community Building or Public Rest Rooms. NO TAPE, NAILS or MARKER USED ON WALLS, DOOR FRAME or WINDOW FRAME. TABLE and CHAIRS should be PLACED BACK in the original layout (see attached)

3. A Fee of Seventy Dollars (\$75.00) MUST BE PAID AT THE TIME OF RESERVATION for the use of the Community Building.
Village Trustees and Personnel will be responsible for OPENING, & CLOSING of the COMMUNITY BUILDING.

4. Caterers must furnish all supplies used in serving and may use stove and refrigerator to keep foods hot and cold for serving.

5. Community Building and Rest Rooms must be left as clean and in order as found. All tables and chairs must be left as found. Make sure all lights, fans and cook stove are turned off. All Trash must be taken out back to the trash tote, if Trash tote is full take it across the street to The Village Hall Dumpster. Make sure nothing is left in the refrigerator.

6. All damages as found to be caused/created by the renting group or organization shall be paid by them. Village Board approval will be required for any future use of the Community Building.

7. No organization or group may schedule regular monthly meetings without prior approval.

8. The Village Board reserves the right to deny the use of the Community Building to anyone.

9. The Village Board reserves the right to change the Rules and Regulations if it is in their best interest.

10. IF ANY PROBLEMS OCCUR, PLEASE CALL ONE OF THE PHONE NUMBERS LISTED ON THE DOOR.

Acknowledged by:_____ Date:_____

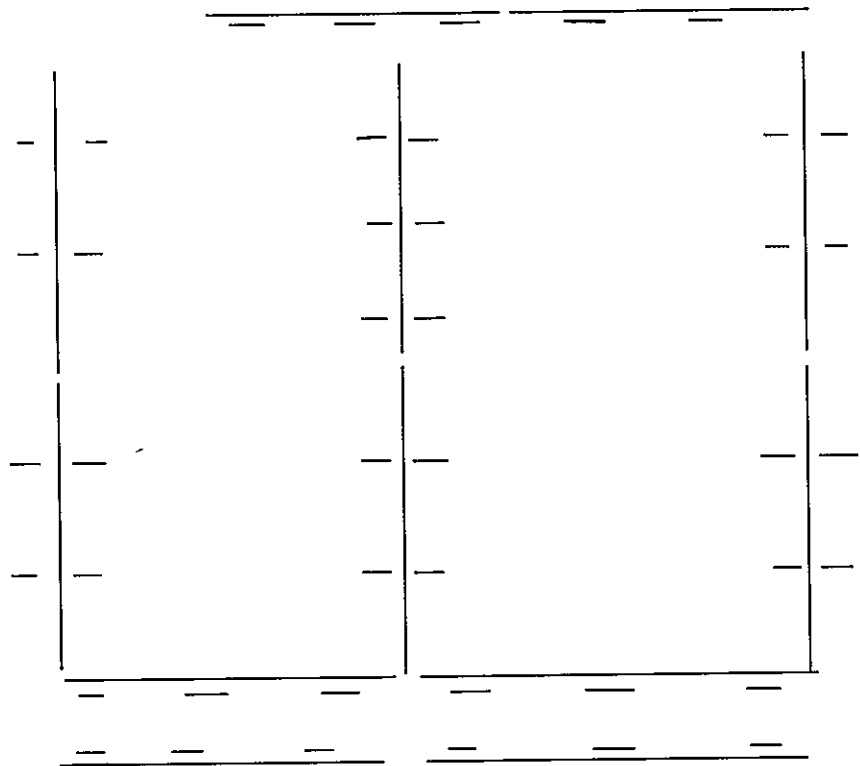
Diagram of Table and Chair Layout

Kitchen

Bathroom

Bathroom

Wall



Window

Window

Please put all tables and chairs back in this layout.