



**ROBERT LATHAM COMMUNITY ROOM
RENTAL APPLICATION**

Administration Department
600 Main St. NW
Bourbonnais, IL 60914
815-937-3570 • Fax 815-937-3467
bourbonnais@villageofbourbonnais.com
www.villageofbourbonnais.com

APPLICANT NAME: _____

ORGANIZATION NAME (IF APPLICABLE): _____
(501 (c)(3) REQUIRED FOR NON-PROFITS)

ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ CONTACT #: _____

ACTIVITY INFORMATION

TYPE OF EVENT: _____ ESTIMATED ATTENDANCE: _____

DATE REQUESTED: _____ TIME IN: _____ TIME OUT: _____

Applicant agrees to indemnify and hold harmless the Village of Bourbonnais for any accidents or injuries occurring in connection with the rental of the Robert Latham Community Room. Applicant has been given a copy of and has read the Rules and Regulations and agrees to abide by the Rules and Regulations as well as the ordinances of the Village of Bourbonnais. **Applicant acknowledges that all fees must be paid prior to the activity date for a confirmed reservation.** I agree by signing below, if any one (1) of the following items is not completed, the full deposit will be forfeited.

FEE SCHEDULE

- **VILLAGE OF BOURBONNAIS RESIDENTS & NON-PROFITS:** \$200.00 rental charge and \$100.00 refundable cleaning deposit.
- **NON-VILLAGE RESIDENTS & NON-PROFITS:** \$250.00 rental charge and \$100.00 refundable cleaning deposit.

CANCELATION POLICY

- **MORE THAN 7 DAYS:** If you cancel your event with more than 7 days' notice, you will receive a full return of the rental fee and cleaning deposit.
- **7 DAYS OR LESS:** If you cancel within 7 days of your event, you will get a return of your rental fee, and your cleaning deposit will be forfeited.
- **WEATHER RULES:** Cancellations due to weather will follow the same policy stated above.

**ALL CHECKS/MONEY ORDERS ARE TO BE MADE PAYABLE TO THE VILLAGE OF BOURBONNAIS.
APPLICANT MUST PICK UP AND **RETURN** FACILITY KEY AT THE VILLAGE OF BOURBONNAIS ADMINISTRATION
BUILDING (600 MAIN ST NW) DURING BUSINESS HOURS 8:00 AM – 4:30 PM.**

SIGNATURE: _____ DATE: _____

FOR OFFICE USE ONLY:

Deposit - Date Paid: _____ Payment Type: _____ Check#/Auth#: _____

Rental Fee – Date Paid: _____ Payment Type: _____ Check#/Auth#: _____



ROBERT LATHAM COMMUNITY ROOM RULES AND REGULATIONS

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1. Applicant(s) must be at least 21 years of age.
2. Groups with youths under the age of 18 must have one adult over the age of 21 for every 10 youths.
Any group that does not have adequate supervision or fails to maintain discipline will be asked to leave.
3. Rental does not include the use of the audio or visual equipment within the Community Room.
4. A one-hundred-dollar (\$100) refundable cleaning deposit must be paid at the time of the application.
The Village will refund the deposit to the applicant upon satisfactory inspection of the Community Room and upon the return of the Community Room key.
5. Setting up and cleaning is the responsibility of the applicant(s).
6. All tables and chairs must be wiped off and put away in the closet.
7. If the Community Room is to be decorated for an event, the following rules shall apply:
 - Tape, staples, or tacks for decoration to the walls, ceiling, tables, or chairs, are not permitted.
 - The applicant(s) must remove all items of decoration.
 - The applicant(s) must sweep after the event.
8. All trash and garbage must be placed in appropriate receptacles and take the garbage to the outside dumpster behind the Community Room within the trash enclosure.
 - Do not throw garbage in the can without a liner.
 - Empty all liquids before putting them in the can.
9. With authorization from the Village of Bourbonnais, individuals or groups may use the Community Room for private monetary gain or fundraising.
10. The Village of Bourbonnais reserves the right to have a designated employee visit for supervision.
11. The Village of Bourbonnais reserves the right to add or change the rules and regulations, as needed in the best interest of the residents.
12. Smoking is not permitted.
13. Pets are not permitted.
14. Alcoholic beverages are not permitted.
15. Betting and gambling are not permitted.
16. Charcoal or other fuel sources are strictly prohibited.
17. Disorder among patrons may cause cancellation of an application and may cause a denial of future requests for use of the Community Room.
18. Applicant(s) shall comply with all federal, state, and local laws, rules, and regulations.
19. All activities are subject to the ordinances of the Village of Bourbonnais.
20. Applicant(s) will be held responsible for any damage to Village property located in the Community Room that may occur during the time it is being used by applicant(s).
21. The Village of Bourbonnais is not responsible for any personal items/articles lost, stolen, or damaged.
22. The Community Room key must be returned within 72 hours after the event.