



**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): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

EMAIL: _____ CELL #: _____

BUSINESS #: _____ HOME #: _____

ACTIVITY INFORMATION:

DESCRIPTION OF EVENT: _____

ANTICIPATED ATTENDANCE: _____

DATE REQUESTED: _____ TIME(S) IN: _____ TIME(S) 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 the Rules and Regulations and has read said 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 confirmed reservation.** I agree by signing below, if any one (1) of the following items are not completed, the full deposit will be forfeited.

FEE SCHEDULE

- **NON-PROFIT ORGANIZATIONS:** No rental charge; \$100.00 refundable clean up deposit.
- **VILLAGE OF BOURBONNAIS RESIDENTS:** \$100.00 rental charge for (4) four hours plus \$100.00 refundable clean up deposit.

**ALL CHECKS/MONEY ORDERS ARE TO BE MADE PAYABLE TO THE VILLAGE OF BOURBONNAIS.
APPLICANT MUST PICK UP FACILITY KEY(S) AT THE VILLAGE OF BOURBONNAIS ADMINISTRATION BUILDING (600 MAIN ST. NW) DURING BUSINESS HOURS 8:00 A.M. - 4:30 P.M. THURSDAY OR FRIDAY PRECEDING THE EVENT.**

SIGNATURE: _____ DATE: _____



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RULES AND REGULATIONS

1. Applicant(s) must be a resident of the Village of Bourbonnais and must be at least 21 years of age.
2. Applications shall not be transferred or assigned.
3. Applicant(s) shall comply with all federal, state and local laws, rules and regulations.
4. Applicant(s) are subject to immediate cancellation by the Village of Bourbonnais upon notice to applicants with refunds to be given.
5. Applicant(s) will be held responsible for any damages to Village property located in the Community Room that may occur during the time it is being used by applicant(s).
6. All activities are subject to the ordinances of the Village of Bourbonnais.
7. Applications must be submitted in writing.
8. Full payment must be received to confirm the use of the Robert Latham Community Room (hereafter referred to as the "Community Room"). A one-hundred dollar (\$100) refundable clean-up deposit must be paid at the time of the application. The Village will refund the deposit to applicant upon satisfactory inspection of Community Room.
9. All trash and garbage must be placed in appropriate receptacles and taken to the outside dumpster behind Village Hall in parking lot towards Taco Bell (blue dumpster marked "Republic Services").
* DO NOT THROW GARBAGE IN CAN WITHOUT A LINER * EMPTY ALL LIQUIDS BEFORE PUTTING IN CAN *
10. Set up and clean up is the responsibility of the applicant(s).
11. All tables and chairs must be wiped off and arranged in an orderly fashion.
12. If the Community Room is to be decorated for an event, the following rules shall apply:
 - Taping items of decoration to the walls, ceiling, tables or chairs, is prohibited.
 - The applicant(s) must remove all items of decoration.
 - Room is to be dust mopped at the conclusion of the event, if a spill occurs then please use the mop/bucket and rinse free cleaning solution provided for your convenience. Hose hook up for sink and rinse free solution under sink. Dump dirty water in toilet and flush until clean.
13. Smoking is not permitted in the Village of Bourbonnais building.
14. 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.
15. No individuals or groups may use the Community Room with the purpose of private monetary gain or fundraising without the authorization of the Village of Bourbonnais.
16. The Village of Bourbonnais will not assume responsibility for any lost or damaged property.
17. Alcoholic beverages are not permitted on the property of the Village of Bourbonnais.
18. The use of sound amplifying equipment or music is prohibited except when specifically authorized.
19. The Village of Bourbonnais reserves the right to have a designated employee visit for the purpose of supervision.
20. The Village of Bourbonnais reserves the right to add to, or change the rules and regulations, as needed in the best interest of the residents.
21. Disorder among patrons may cause for cancellation of an application and may be cause for denial of future requests for use of the Community Room.
22. No betting or gambling is allowed on Village property.



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CLEAN UP RULES & CHECKLIST

The Village of Bourbonnais will refund the deposit to applicant upon satisfactory cleanup of the Children's Safety Center.

If any one (1) of the following items is not completed, the full deposit will be forfeited:

- All trash and garbage must be placed in appropriate receptacles and taken to the outside dumpster behind the Village Hall building in parking lot towards Taco Bell (blue dumpster marked "Republic Services").
- All tables and chairs must be wiped off and arranged in an orderly fashion.
- Applicant(s) must remove all items of decoration.
- Room must be dust mopped and/or use mop bucket for spills (cleaning solutions are supplied – hook up hose to sink and use rinse free solution under sink); empty dirty water in toilet and flush until clean; kitchen floor swept.