

# Homer Township

Established 1836

## Homer Township Town Hall Facility Use Request Form

**Requests will not be processed unless all 8 pages are submitted.  
Include proof of residency and any required insurance documentation.**

### Applicant Information:

Applicant/Organization Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Email address: \_\_\_\_\_

### Event Information:

Date \_\_\_\_\_ From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm Number of guests: \_\_\_\_\_ \*page 4, paragraph 4

Description of event: *(please attach additional pages if necessary)* \_\_\_\_\_

List additional entertainment/contractual services/ vendors to be present at event (see attached Page 6 for Vendor/Demonstrator/Performer Liability Coverage Agreement). *Additional services may only be utilized with prior Township Approval. Homer Township reserves the right to approve or deny these additional requests on a case by case basis.*

Secondary contact person during event: \_\_\_\_\_

Secondary phone during event: \_\_\_\_\_

### For Office Use Only

Request Received Date \_\_\_\_\_ Received By: \_\_\_\_\_

Proof of Residency Verified By: \_\_\_\_\_

Approved/ Denied \_\_\_\_\_

Notified of application status Date \_\_\_\_\_ By: \_\_\_\_\_

Insurance required \_\_\_\_\_ Received \_\_\_\_\_

Additional Info: \_\_\_\_\_



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## Facility Use Agreement Guidelines

1. Use of a Homer Township facility requires a completed, signed facility use request form, and a signed and completed Hold Harmless Agreement. Use is not confirmed until application is completed, approved, proof of residency is provided, and you receive a confirmation from Homer Township. Allow 10 business days to process approval.
2. **Applicants must be residents of Homer Township aged 21 and older; proof of which must be submitted with the facility use request form.** The resident submitting this form must be present for the duration of the event.
3. Exceptions to any regulations in special circumstances may be made by Homer Township on a case by case basis.
4. Failure to abide by the terms of this Facility Use Agreement may result in financial charges to remediate the circumstance or damage, the immediate loss of venue use, and/or future restrictions from use of any Homer Township property.
5. Cancellations must be provided in writing to Homer Township by the applicant at least five (5) business days prior to the event. Please be advised that your use may be canceled by Township Officials to ensure the safety of guests. Examples may include, but not limited to inclement weather, maintenance issues, or unsafe circumstances. Should the Township need to cancel your event, you may request another date or time. Every attempt will be made to reschedule, however, due to other scheduling commitments space may not be available.
6. Changes to your Facility Request Application or Agreement must be submitted in writing to Homer Township by the person who signed the application at least ten (10) business days prior to the date of event. Additional requirements and documentation may be required.
7. Only **Non-Alcoholic** beverages are allowed. Applicant assumes responsibility to inform their guests that alcohol and/or illegal drugs are not allowed on the property and to notify the Will County Sheriff if alcohol or illegal substances are observed.
8. It is the Applicant's responsibility to advise guests of the property rules and regulations.
9. Applicant and all guests will adhere to the designated, approved time. No early entry. Vacate premises on time. Applicant must be present during the ENTIRE reservation. Applicant is responsible for the proper supervision of persons admitted during the event period and that all activities are properly controlled. Adequate adult supervision must be provided for guests less than 18 years of age.
10. You, as the Applicant, acknowledge that said use is strictly at your own risk and at the sole risk of those invited by you to attend the event. Homer Township will not be held liable for any damage done to person or property, including any financial responsibility for injuries incurred regardless of whether injuries are caused by negligence.
11. Applicant agrees to limit the participants of the group event as indicated and authorized in the application.
12. Any damage to the property must be reported to Homer Township immediately. The Applicant assumes the financial responsibility for damages incurred by the group.

**COMMERCIAL USE OF PUBLIC PROPERTY IS STRICTLY PROHIBITED**



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## HOMER TOWNSHIP RESERVES THE RIGHT:

1. To approve or deny any request submitted for facility use.
2. Cancel or reschedule any scheduled activity due to Homer Township meetings, functions, or programs.
3. To limit the number of guests and type of event.

## TO MAKE A REQUEST:

1. Complete, sign, and date this application. Return it with all necessary attachments to Homer Township Fax: 708-301-7043 or E-mail: [office@homertownship.com](mailto:office@homertownship.com) or bring to Township office.
2. Requests will be reviewed for availability and applicant/organization will be notified of approval by phone and/or email.
3. Use of facility is on a first come first serve basis and is not considered approved until you receive notification from Homer Township, however, see #2 above – right to cancel/reschedule.
4. Requestors may only book for the current calendar year.

## SPECIAL APPROVALS NEEDED FOR:

1. Music/amplified sound.
2. Any activity or participation fee charged.
3. An event that makes use of mechanical or inflated amusement devices.
4. Distribution of food and/or beverage for a fee.
5. Fundraising.
6. Parking exceeding number of authorized parking spaces.
7. Outside vendors, demonstrators, performers
  - a. Entertainers, inflatable, food, DJ's or tents, etc. are in this category. Outside vendors, demonstrators, performers must supply Homer Township with a **Certificate of Insurance** naming Homer Township as Additional Insured. "Description of Operation" must read: Homer Township is additional insured. "Certificate Holder" must read: Homer Township, 14350 W. 151st Street, Homer Glen, IL 60491.
  - b. A copy of the endorsement page may be required.

## COVID 19/RESTORE ILLINOIS/CDC CONDITIONAL USE OF FACILITIES

1. All Township meeting facilities are subject to the Covid 19 guidelines and associated State of Illinois/CDC directives. Use of Town Hall or any other Township facilities are subject to the restrictions and conditions in place at the time of reservation/use.
2. The user/applicant agrees to manage and enforce COVID-19 mitigation efforts throughout the designated use of the Township facilities (attached as Addendum A-Sanitation). Applicant acknowledges that these guidelines are subject to change in response to unforeseen Covid 19 pandemic conditions and developments.
3. Homer Township reserves the right to modify, suspend or revoke this agreement for use of the Homer Township properties/facilities in the event of hazardous conditions, violations of the agreement and/or for any other just cause as determined by the Homer Township Supervisor and Board of Trustees.



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## TOWN HALL RENTAL AGREEMENT

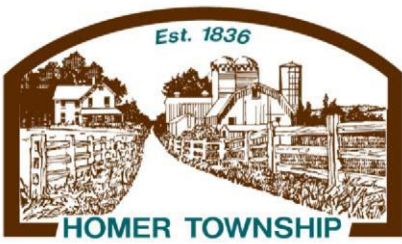
1. **Fee:** Town Hall rental fee is \$15.00/hr. including event set-up and clean-up. **Payment** in full is due at time of key pick-up. **EXACT CASH** or check made out to Homer Township. As a courtesy, and with proof of their active 501c3 status, our local not-for-profit organizations may substitute donated consumables/cleaning products in lieu of the rental fee.
2. **The Key:** You must pick up the key from the Homer Township office between the hours of 8:30am-3:45pm the day your event. If your event falls on a weekend, you must pick up the key the Friday prior to the event. Homer Township requires a driver's license or state ID be shown at key pick-up. Please return the key after your event or first thing the following day to the black lockbox located outside Homer Township Administration building. Just lift the lid and insert the key.
3. **Maximum Capacity** at Town Hall: 67 with tables & chairs.
4. **Parking:** Parking is limited to the designated (outlined) spaces. No cars may block access to roadways, emergency vehicles, handicap accessible parking spaces, walkways or doorways. No cars may block any part of the adjacent maintenance garage. Parking management is the responsibility of the applicant. Approved use of the facility when the number of guests is projected to be above the number of available parking spaces is contingent upon the applicant making prior arrangements for the additional parking needed. Applicant is required to provide the Township with their alternate parking plans, arrangements and approvals to use adjacent parking lots (i.e. Authorized Schilling school approval form). **FAILURE** to abide by these rules may result in withdrawal of the application approval; cancellation; early conclusion of the event and/or suspended privileges of future use of any Township facility.
5. **No Smoking:** Town Hall is a NON-SMOKING facility. Smoking is only permitted outside and materials shall be disposed of in the proper receptacles.
6. Finding Town Hall in unclean conditions should be reported as soon as possible. Contact and emergency numbers are provided at the facility.
7. No kitchen utensils are provided.
8. **Town Hall must be cleaned after every event. (See Page 7, Addendum 'A' – COVID 19 Renter's Sanitizing Responsibilities)**
  - a. All tables and chairs shall be returned to original layout "Board Order".
  - b. Tables, floor, and appliances used shall be cleaned. Supplies are under the kitchen sink.
  - c. Windows and doors shall be closed and locked.
  - d. Floors must be swept and mopped as needed. Mop and bucket are located in the storage room.
  - e. Remove all food items, decorations and garbage. Place in the dumpster located outside the building.
  - f. Turn off lights and reset the thermostat. 60° in **Winter**; 80° in **Summer**.

### COMMERCIAL USE OF PUBLIC PROPERTY IS STRICTLY PROHIBITED.

**I have received and read all information provided by Homer Township regarding Old Town Hall facilities use. I agree to and will abide by all regulations stipulated if my request is approved.**

**Applicant Signature** \_\_\_\_\_

**Date** \_\_\_\_\_



*Homer Township*  
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## RELEASE AND HOLD HARMLESS AGREEMENT

I, \_\_\_\_\_, understand that my participation and/or involvement in use of Homer Township Facilities for my event carries with it the potential for certain risks, some of which may not be reasonably foreseeable.

I further acknowledge that these risks could cause me, or others around me, harm, including, but not limited to, bodily injury, damage to property, emotional distress, or death.

By signing this agreement I agree to release, indemnify, and hold harmless **Homer Township**, all its employees, agents, representatives, successors, etc. from all losses, claims, theft, demands, liabilities, causes of action, or expenses, known or unknown, arising out of my event and facility use.

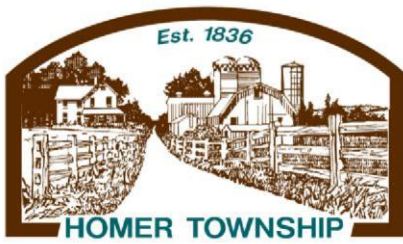
\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date



# Homer Township

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## Vendor/Demonstrator/Performer Liability Coverage Agreement

As part of the requirements for participating as a vendor/demonstrator/performer at a Homer Township properties, you are required to provide liability coverage in the amount not less than \$1,000,000 per occurrence/\$2,000,000 aggregate naming Homer Township as “Additional Insured” by way of endorsement for the duration of the event.

Vendor/Demonstrator/Performer: \_\_\_\_\_

Printed Name of Owner: \_\_\_\_\_

Signed: \_\_\_\_\_

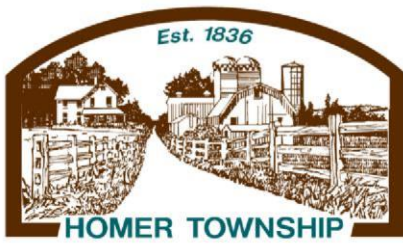
Dated: \_\_\_\_\_

### **ADDITIONAL INSURED INFORMATION**

- The Description/Location/Special Provisions/Endorsement it should state:
  - ✓ Homer Township is additional insured for: (insert activity here)
- The Certificate Holder should state:
  - ✓ Homer Township, 14350 W. 151<sup>st</sup> Street, Homer Glen, IL 60491

Please also note: The insurance policy must be in effect during the event. Therefore, if the policy is due to expire prior to the event; you will be required to provide a new certificate once the policy is renewed and **PRIOR** to participation at the event.





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## ADDENDUM 'A' – COVID-19 Renter's Sanitizing Responsibilities

Minimum guidelines (Further information visit websites: [Coronavirus.Gov](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html) and <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>)

1. Cleaning and disinfecting of premises should be conducted in compliance with CDC protocols:

- Wear skin protection and consider eye protection for potential splash hazards
- Ensure adequate ventilation
- Use no more than the amount recommended on the label
- Use water at room temperature for dilution (unless stated otherwise on the label)
- Avoid mixing chemical products
- Label diluted cleaning solutions
- Store and use chemicals out of the reach of children and pets

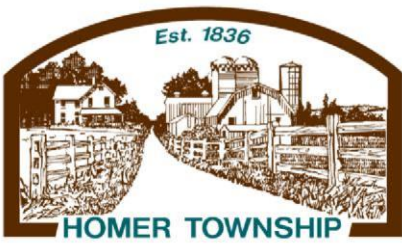
2. Clean and disinfect common areas (e.g., restrooms, cafeterias) and surfaces which are touched by multiple people (e.g., entry/exit doorknobs, stair railings) frequently; every 30 minutes recommended for high-traffic areas

3. Clean and disinfect occupied tables and seats before and after meeting

Encouraged best practices

1. Allot extra time between event programming to allow for more frequent cleaning

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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## FACILITY USE AUTHORIZATION / AGREEMENT

*You will be required to have this authorization for use document with you on the day of your event as verification of consent to hold a group event on the property.*

**Facility Name/ Location:** \_\_\_\_\_

**Date of Authorized Use:** \_\_\_\_\_

**Time of Authorized Use:** \_\_\_\_\_

**Description of Authorized Event:** \_\_\_\_\_

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I, \_\_\_\_\_ hereby understand and agree to abide by the consent provisions outlined in this agreement. I acknowledge that I am a resident of Homer Township and have provided to the Township valid proof of residency in exchange for use of said property. I further agree to hold harmless and waive any liability to Homer Township on behalf of myself and my invited guests for the above described event.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ **Homer Township**

**Date:**





5/13/2021

## MEMORANDUM

TO: Local Health Departments

FROM: Communicable Disease Section

RE: Interim Public Health Recommendations for Fully Vaccinated People

Today, the Centers for Disease Control and Prevention (CDC) updated the [Interim Public Health Recommendations for Fully Vaccinated People](#) in non-health care settings. In summary, fully vaccinated people no longer need to wear a mask or physically distance in any non-healthcare setting, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance. IDPH is working to adjust existing guidance documents in response.

Guidance for healthcare settings remains unchanged at this time and can be found at [Updated Healthcare Infection Prevention and Control Recommendations in Response to COVID-19 Vaccination](#). In addition, employees and residents of congregate settings, such as correctional facilities and homeless shelters, should continue to mask. Similarly, schools should continue to follow the CDC's school guidance until more people and children are vaccinated.

The CDC's guiding principles for these updates are:

- Indoor and outdoor activities pose minimal risk **to fully vaccinated people**.
- Fully vaccinated people have a reduced risk of transmitting SARS-CoV-2 to unvaccinated people.
- Fully vaccinated people should still get tested if experiencing [COVID-19 symptoms](#).
- Fully vaccinated people should not visit private or public settings if they have tested positive for COVID-19 in the prior 10 days or are experiencing [COVID-19 symptoms](#).

The following recommendations for fully vaccinated persons are as follows:

- Resume activities without wearing masks or physically distancing, except where required by federal, state, local, tribal, or territorial laws, rules and regulations, including local business and workplace guidance
- Resume domestic travel and refrain from testing before or after travel or self-quarantine after travel (For now, masking is still required on planes, buses, trains and other forms of public transportation.)
- Refrain from testing before leaving the United States for international travel (unless required by the destination) and refrain from self-quarantine after arriving back in the United States

- Refrain from testing following a known exposure, if asymptomatic, with some exceptions for specific settings (e.g., employees or residents of homeless shelters and detention facilities)
- Refrain from quarantine following a known exposure if asymptomatic
- Refrain from routine screening testing if feasible

For now, fully vaccinated people should continue to:

- Get tested if experiencing COVID-19 symptoms
- Follow CDC and health department travel requirements and recommendations