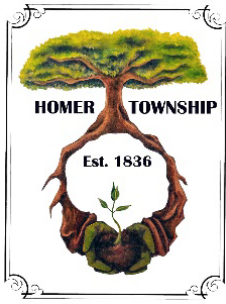


Homer Township



Old Town Hall Facility Use Request Form

16057 S. Cedar Road, Lockport, IL 60491

**Requests will not be processed unless all 7 pages are submitted.
Include proof of residency and any required insurance
documentation.**

Applicant Information:

Resident Name: _____ Organization Name: _____

Phone: _____

Address: _____ City: _____ Zip: _____

Email Address: _____

Secondary Contact Person During Event: _____ Phone: _____

Event Information:

Date: _____

From: _____ am/pm To: _____ am/pm

Number of Guests: _____ * page 4, paragraph 3

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

List additional entertainment/contractual services/ vendors to be present at event (see attached Page 7 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.*

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: _____

Homer Township

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 (valid State ID or Driver's license) 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. There is a limit of 67 persons with tables and chairs.
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. Painters Tape or Command Strips may only be used on the walls. The use of tape, nails, tacks, or staples to affix decorations, on walls, doors, or fixtures, is strictly prohibited. The use of glitter, confetti, rice, birdseed, bubbles, and other celebratory devices is prohibited inside and outside of the building. Open flames are a fire hazard, therefore, prohibited. All decorations must be removed from the building immediately following the conclusion of the event.
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

Homer Township

HOMER TOWNSHIP RESERVES THE RIGHT:

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

TO MAKE A REQUEST:

1. Complete, sign, and date this application. Return, in person, to Homer Township or via E-mail: office@homertownship.com with all necessary attachments.
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.

OUTSIDE VENDORS, DEMONSTRATORS, PERFORMERS:

1. 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. "Descriptions of Operation" must read: Homer Township is additional insured. "Certificate Holder" must read: Homer Township, 14350 W. 151st Street, Homer Glen, IL 60491.
2. A copy of the endorsement page may be required.

Homer Township

TOWN HALL RENTAL AGREEMENT

1. **Fee:** Town Hall rental fee is **\$25.00/hr. including time for event set-up and clean-up. Payment**, in full, is due at time of key pick-up. Acceptable forms of payment include **EXACT CASH** or check made payable to **Homer Township. A \$50.00 fee will be charged for all NSF checks.** As a courtesy, and with proof of their active 501c3 status, our local not-for-profit organizations are required to donate 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 persons with tables & chairs.
4. **Parking:** Parking is limited to the designated (outlined) spaces (approx. 15). 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 or paper products are provided.
8. **Town Hall must be cleaned after every event:**
 - a. All tables and chairs shall be returned to original 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. 65° in **Winter**; 80° in **Summer**.
 - g. Applicant agrees to pay a \$200 cleaning fee for failure to properly clean facility.

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

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 Signature

Date

Homer Township

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: _____

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 Signature: _____ Date: _____

Homer Township

Vendor/Demonstrator/Performer Liability Coverage Agreement

As part of the requirements for participating as a vendor/demonstrator/performer at a Homer Township property, 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. 151st 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.