



HOMER TOWNSHIP
Township Administration
Holiday Facility Use Request Form

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

Applicant Information:

Date: _____

Applicant Name: _____

Address: _____

City: _____ Zip: _____

Email address: _____

Phone: _____

Secondary contact person: _____

Secondary phone: _____

Event/Display Information:

From Date: _____ To Date: _____

Description including size and materials of event/displays/materials: *(please attach additional pages if necessary)*

I agree to the terms of the Homer Township Administration Holiday Facility Use Agreement.

Applicant Signature: _____ **Date:** _____

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:

HOMER TOWNSHIP

Holiday Facility Use Guidelines

1. Participation in the Homer Township Holiday Facility Use requires a completed, signed Holiday 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 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 in the form of copy of your driver's license.** The resident submitting this form must be present. Exceptions to any regulations in special circumstances may be made by Homer Township on a case by case basis.
3. Failure to abide by the terms of this Facility Use Agreement may result in financial charges to applicant to remediate the circumstance or damage, the immediate loss of use, and/or future restrictions from use of any Homer Township property. Applicant agrees to limit duration of display and location of display as authorized by Homer Township.
4. Applicants must submit proof of their actual/factual Holiday dates that corresponds to their actual display. This can be done by internet or other actual/factual written materials presented.
5. Applicant agrees to place display as authorized by Homer Township. Applicant agrees that Homer Township can take down their display if not properly placed or not properly maintained on Homer Township's Property.
6. Applicant and any organization Applicant represents agrees that they can not and will not bring suit/lawsuit to Homer Township for any reason.
7. Applicant **WILL NOT** place/put anything in the newly landscaped property at Homer Township. Applicant will be fined \$500 and agrees to pay fine plus all expenses to repair landscape.
8. Please be advised that your display 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 display, 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. No foul language or foul images may be used and this will be at the discretion of Homer Township. Displays in excess of 6' x 6' will not be considered.
9. Changes to your Facility Holiday 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.
10. Alcohol and/or illegal drugs are not allowed on the property or as images on your Holiday Display and we will notify the Will County Sheriff if alcohol or illegal substances are observed.
11. It is the Applicant's responsibility to advise guests of the property rules and regulations.
12. Applicant and all guests will adhere to the designated location and approved time for their Holiday Displays. No early displays and displays must be vacated from the premises on time. Applicant is responsible for monitoring their display to ensure it is kept in order. Displays not taken down on time will become the property of Homer Township.
13. 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.
14. Any damage to the property must be reported to Homer Township immediately. The Applicant assumes the financial responsibility for damages or injuries incurred by their display.
15. **COMMERCIAL USE OF PUBLIC PROPERTY IS STRICTLY PROHIBITED.**

I, _____ have received and read all information provided by Homer Township regarding Holiday Facility Use and hereby understand and agree to abide by the consent provisions outlined in this agreement. I agree to and will abide by all regulations stipulated if my request is approved. 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

HOMER TOWNSHIP RESERVES THE RIGHT

1. To approve or deny any submitted request.
2. Cancel or reschedule any displays.
3. To limit the number of displays and locations of displays.

TO MAKE A REQUEST

1. Complete, sign, and date this application. Return it with all necessary attachments to Homer Township and 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 displays for the current calendar year.

ABSOLUTELY NO:

1. Music/amplified sound
2. Charge of an activity or participation fee
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
8. Inflatables, food, DJ, open flames, hazardous materials, tents, outside vendors, demonstrators, etc.
9. Any material that advertises an organization or nonprofit organization will need to be removed before installation
10. Homer Township reserves the right to add any additional restrictions they deem necessary.

COMMERCIAL USE OF PUBLIC PROPERTY IS STRICTLY PROHIBITED

I, _____ have received and read all information provided by Homer Township regarding Township Display Facility and hereby understand and agree to abide by the consent provisions outlined in this agreement. I agree to and will abide by all regulations stipulated if my request is approved. 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

RELEASE AND HOLD HARMLESS AGREEMENT

I, _____, understand that my participation and/or involvement in use of Homer Township Facilities for my materials/displays and or 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. Additionally, the applicant is solely responsible and assumes all risks and liabilities for the materials/displays placed on Homer Township property including but not limited to the upkeep.

Applicant Signature

Date

Witness Name

Witness Signature

Date