

**RENTAL APPLICATION**  
**CIVIC CENTER VILLAGE OF JEROME**  
2901 Leonard Street  
Springfield, IL 62704  
217-546-2203

**YOU MUST COMPLETE BOTH THE FRONT AND BACK OF THIS APPLICATION**

---

Applicant Name – *Applicants may not substitute the name of a Village resident, employee, or official.*

---

Street Address

---

City

State

Zip Code

---

Cell Phone Number

Other Telephone Number

---

Organization (if applicable)

---

Email Address

---

Date & Timeframe Requested

Number of People Expected

---

Brief Description of Rental Use (*i.e.*, birthday party, reception, baby shower, etc.)

Use of the following is requested (Check all that apply):

\_\_\_\_\_ Kitchen

\_\_\_\_\_ Piano

Individual who will be present and is authorized to make decisions related to the rental use:

---

Name

Cell Phone Number

---

Applicant Signature and Date

**\* \* \* PLEASE NOTE:** Civic Center rentals are scheduled through the Village office staff and may not be made more than 365 days in advance of the intended date of reservation. Exceptions to this schedule will be reviewed on a case-by-case basis by the Village Board. Recurring reservations will not be permitted. Per §1-13 of the Village Code any application shall be denied where it is determined that the applicant has outstanding taxes or other debts owed to the Village.

## CIVIC CENTER RENTAL APPLICATION CONTINUED

### Civic Center Facility Information

Room size - 38' by 48'

Holds 150 people

20 tables (8 ft. By 3 ft.) and 115 chairs

Kitchen facility, restrooms, coat racks and piano

#### **1. Circle A Rental Use:**

(See Definitions on Page 3)

RESIDENT

NON-RESIDENT

NON-PROFIT

#### **2. Circle A Rental Time:**

Day Rental.....8:00 A.M. to 5:00 P.M.

Evening Rental.....6:00 P.M. to Midnight

Day & Evening Rental.....8:00 A.M. to Midnight

*The applicant does not have to use the entire rental timeframe, but the Civic Center will be reserved only for your event for the duration of the rental requested above.*

### **Rental Fee:**

	<u>RESIDENT</u>	<u>NON-RESIDENT</u>	<u>NON-PROFIT</u>
Rates for Day <u>OR</u> Evening	\$150.00	\$350.00	\$250.00
Holidays	\$200.00	\$400.00	\$300.00

### **When the application for rental is approved:**

- A Rental Agreement must be signed.
- The Deposit must be paid by a separate check within one week of the approval.
- The Rental Fee check must be received one week prior to the scheduled rental.
- The key for the Civic Center shall be obtained during normal business hours from the Village Office either the day of the Rental Period or the preceding business day if the Rental Period begins on a day other than normal business hours for the Village.

### **Deposit:**

A Deposit, separate from the Rental Fee, is required. The Deposit holds the reservation and is a security to be held by the Village of Jerome for the faithful performance of the terms and conditions of the Rental Agreement and Civic Center Rules and Regulations during and following the rental and for any necessary cleaning, repair, replacement of missing items, damage, or other amounts due. The deposit is refundable ONLY if the renter complies with all terms and conditions of the Rental Agreement and Civic Center Rules and Regulations during and following the rental. If a reservation is cancelled less than 14 days before the rental date, the deposit shall be forfeited.

- Resident deposit fee is \$200.00.
- Non-resident and Non-Profit deposit fee is \$300.00.

**Liability Insurance:**

In addition to any Rental Fee and Deposit, Lessee shall secure and provide one of the following:

- A certificate of liability insurance from Lessee's homeowner insurance or other insurer; or
- A liability insurance policy issued by the National League of Cities (or similar entity) and registered through the Illinois Risk Management Association specific to the Lessee's rental and use of the Civic Center (For instructions on how to purchase insurance, contact the Village Office).

In either case, the Village of Jerome, 2901 Leonard St., Jerome, IL 62704 must be identified as a certificate holder and/or additional insured and the amount insured for shall not be less than \$500,000.

---

Applicant Signature and Date

*By signing, Applicant indicates they do not have any outstanding taxes or other debts owed to the Village.*

## TYPES OF USES

For the Civic Center, the following definitions shall apply:

- A. RESIDENT: Rental use by an adult person over the age of eighteen (18) who is currently a legal resident within the Village of Jerome and not for any commercial use.
- B. NON-RESIDENT: Rental use by any individual or group of individuals for only that individual or group's private use and not for any commercial use. Such use would include, but not necessarily be limited to, wedding receptions, anniversary celebrations, group parties, and similar uses that are primarily associated with fellowship.
- C. NON-PROFIT: Rental use by an organization that has been developed or organized, under law, as a nonprofit organization or can provide proof of its tax-exempt status, whichever is applicable. Non-profit organizations shall provide a copy of the entity's initial filing with the Secretary of State, or a copy of its annual report filing, or, if a religious organization, a copy of the tax-exempt letter from the Department of Revenue.
- D. SPECIAL GROUPS AND/OR EVENTS: The Village Board of Trustees recognizes that there are certain special groups and/or events that do not fit clearly into any of the established rate areas. Therefore, it shall be the policy that prospective renters may appeal for special rates by personally presenting their appeal before the Board at a regularly scheduled Board meeting prior to the desired rental date or period. Before the Board will consider such an appeal, the requester must establish that (1) the use for which the requester seeks special rate consideration is charitable or community-enriching in nature and (2) that the renter is normally unable to obtain funds to pay the rental fee through dues, contributions, profits or other means.