

CIVIC CENTER RENTAL APPLICATION
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

Street Address

City

State

Zip Code

Cell Phone Number

Other Telephone Number

Organization (if applicable)

Email Address

Please provide the date and time requested, event type, number of people attending and if using the kitchen:

Name of 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 Trustees. Recurring reservations will not be permitted.

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
- PRIVATE
- NON-PROFIT
- COMMERCIAL

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>PRIVATE</u> | <u>NON-PROFIT</u> | <u>COMMERCIAL</u> |
|---|-----------------|----------------|-------------------|-------------------|
| Rates for Day <u>OR</u> Evening | \$100.00 | \$200.00 | \$150.00 | \$250.00 |
| Rates for Day <u>&</u> Evening | \$150.00 | \$275.00 | \$200.00 | \$350.00 |

When the application for rental is approved:

- 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 \$100.00
- Private (non-resident), Non-Profit and Commercial deposit fee is \$125.00

A “**Rental Agreement**” must be signed and Deposit paid when the reservation is approved.

Applicant Signature and Date

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. PRIVATE INDIVIDUAL: 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 private use would include, but not necessarily be limited to, wedding receptions, anniversary celebrations, group parties, and similar uses that are primarily associated with fellowship. Use by civic, fraternal, and service organizations do not constitute private use.
- 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. COMMERCIAL: Rental use by an individual or organization whereby such use is directly associated with commercial or business relations, and where such use is for financial profit or use by an individual or organization for a non-charitable fundraiser. Examples include selling products such as Mary Kay and Longaberger Products. Place of residence of the renter is immaterial.
- E. 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.