

**VILLAGE OF CARPENTERSVILLE  
APPLICATION AND AGREEMENT FOR THE USE OF  
MEETING ROOM FACILITIES**

Name of Organization:

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Is this organization registered with the State of Illinois as non-profit or charitable?

Yes \_\_\_\_\_ No \_\_\_\_\_

Responsible person in charge (must be resident of Carpentersville, Illinois, or a resident of the Fire District served by the Carpentersville Fire Department for use of Fire Department meeting facilities):

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(Name and Address)

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Work  
(Telephone Number)

Mobile

Other

Date(s) and Hours Requested For Use:

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- ❖ **VILLAGE HALL MEETING ROOM FACILITIES ARE ONLY AVAILABLE ON TUESDAY, WEDNESDAY, AND THURSDAY FROM 6:30 P.M. TO 9:00 P.M.**
- ❖ **THE MEETING ROOM AT FIRE STATION #3 IS AVAILABLE MONDAY THRU FRIDAY FROM 2:30 P.M. TO 9:30 P.M.**

Estimated Number of Attendees: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

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**ALL APPLICATIONS MUST BE SUBMITTED AT LEAST THIRTY (30) DAYS IN ADVANCE OF THE REQUESTED MEETING DATE AND BE ACCOMPANIED BY THE FOLLOWING ITEMS:**

1. \$25.00 security and maintenance deposit payable to the Village of Carpentersville shall be submitted with the application. This is a one time charge that shall be refunded if the organization no longer needs to use the room, provided the user organization leaves the meeting room in the same condition as found.
2. Evidence of general liability insurance carried by the user organization in the amount of \$1,000,000 per occurrence / \$2,000,000 aggregate and naming the Village of Carpentersville as an additional insured.

Please submit application materials for Village Hall meeting room to:

Village Manager  
Village of Carpentersville  
1200 L.W. Besinger Drive  
Carpentersville, Illinois 60110

Please submit application materials for Fire Station #3 meeting room to:

Marla Shepley  
c/o Carpentersville Fire Department  
1200 L. W. Besinger Drive  
Carpentersville, Illinois 60110

Please notify the Village Manager's office at 847/426-3439 regarding Village Hall meeting room at least 24-hours in advance. Failure to provide such notification may result in denial of further use of Village facilities.

Notify the Fire Chief's office at 847/426-2131 regarding Fire Station #3 meeting room use.

## VILLAGE OF CARPENTERSVILLE MEETING ROOM FACILITIES AGREEMENT

As a responsible person in charge and signatory to the application and agreement for the use of meeting room facilities, I hereby agree to comply with the following rules, regulations, terms and conditions for the use of said Village of Carpentersville facilities:

1. At least 50% of the members of the user organization, including the responsible person in charge, shall be residents of the Village of Carpentersville. For use of Fire Department meeting facilities, residency within the Fire District area served by the Carpentersville Fire Department shall be deemed the same as residency within the Village of Carpentersville.
2. Alcoholic beverages are not allowed. Coffee, soft drinks, cookies and similar light refreshments are allowed. Smoking anywhere within Village buildings is prohibited.
3. The responsible person in charge shall be present throughout the meeting, shall be responsible for clean up, and agrees that all persons in attendance shall abide by all applicable rules and regulations for the use of Village meeting room facilities. The responsible person in charge shall assure that persons in attendance do not wander the building.
4. Children shall be supervised at all times.
5. The responsible person in charge agrees on behalf of the user organization to indemnify, hold harmless, and defend the Village of Carpentersville against any and all claims, demands, and/or actions which may hereafter at any time be made or instituted against the Village of Carpentersville arising from the user organization's occupancy of Village facilities.

The Village of Carpentersville has sole discretion to approve or deny any and all requests for the use of its meeting room facilities. Failure of the responsible person in charge and/or the user organization to comply with all applicable rules and regulations may result in disqualification of the responsible person in charge and/or the user organization from further use of Village meeting room facilities.

\_\_\_\_\_  
Signature of Responsible Person in Charge

\_\_\_\_\_  
Date

**APPROVED BY VILLAGE MANAGER:**

\_\_\_\_\_  
Village Manager

\_\_\_\_\_  
Date