

**APPLICATION FOR USE OF MEETING ROOMS**

**Please return to:**

Mail: Attn: Room Requests  
Village of Addison  
1 Friendship Plaza  
Addison, IL 60101

Name of Organization/Business: \_\_\_\_\_

Is this a non-profit, government or intergovernmental organization? Yes \_\_\_\_\_ No \_\_\_\_\_  
**(You may be asked to prove your non-profit/governmental status)**

If this is a business please provide your Addison Business License number. \_\_\_\_\_

Organization/Business Address: \_\_\_\_\_

Your Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Alternate Phone #: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Your Address: \_\_\_\_\_

Please briefly tell us about your organization/business: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

For what purpose will you be using the meeting rooms: \_\_\_\_\_

\_\_\_\_\_

Will food or alcohol be served at any of your meetings? (check all that apply) Food \_\_\_\_\_ Alcohol \_\_\_\_\_

**Any and all beverages, food, and food equipment is to be supplied by the applicant.**

In consideration of the permission by the Village of Addison, to the undersigned, to use the municipal property as described above, the undersigned, \_\_\_\_\_ hereby expressly agrees to release, discharge, and hold said Village of Addison harmless and to indemnify and to protect said village from any claims for damages, whether it be bodily or property, and to defend the village from any claim for damages of any nature resulting from the said use of said premises, damages of any nature resulting from the use of said premises, facilities and/or equipment the undersigned, its agents, representatives, invitees, or other persons whether caused by the negligence of the village and its employees or otherwise.

I hereby agree to abide by all the rules and regulations promulgated by the Village of Addison. Further, I agree that the behavior of all persons participating in said meeting or activity shall be proper and will not disturb any other public meeting or activity scheduled for the same night in another room.

\_\_\_\_\_  
Signature of applicant

Date: \_\_\_\_\_

Application approved by:

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

## **VILLAGE OF ADDISON BUILDING USE POLICY**

This policy will govern use of all Village buildings by Addison non-profit, governmental, intergovernmental officials and organizations, and businesses that hold a current Village of Addison business license.

1. Facilities may be used by any non-profit Addison organization registered with the State of Illinois, or any governmental body/official or intergovernmental organization, or any business currently licensed in the Village of Addison, providing no sales or profits are made or sales or services are solicited while using the facilities.
2. Rooms may not be used for parties such as children's birthday parties, family parties, baby showers, wedding showers, weddings, etc.
3. The person completing the application for building use must be at least 21 years of age or older and shall have authority to authorize contracts for the sponsoring organization.
4. The Village of Addison Facilities may be reserved from 8:00 AM to 10:00 PM weekdays. The Facilities are not available Saturday, Sunday, or holidays the Village is closed.
5. Cancellations of reserved rooms must be done at least 24 hours in advance. Cancellations not done within the 24 hour period will be considered a "No Show." Any organization canceling scheduled reservations more than four times or is a No Show more than two times in any 12 month period will forfeit all reserved rooms on the schedule from the day of the fourth cancellation or second No Show and may be suspended from reserving rooms for the next 12 months.
6. Rooms may not be reserved more than four months in advance.
7. All applications shall be submitted to the Administration Department at Village Hall. Please refer to the contact information on the application. Applications shall be submitted at least two weeks in advance. Applications will be reviewed and either denied or approved within 14 business days. Applications are valid for one year.
8. After application approval, requests to reserve rooms for dates within a 4 month period may be made by filling out the "Meeting Room Reservation Request" form. The completed form must be submitted to the Administration Department at the Village Hall. Please refer to the contact information on the application. Availability of the requested dates and rooms will be confirmed and you will be contacted either by e-mail or telephone to confirm your reservation. Requests for room dates will not be taken over the phone.
9. If food or beverage service is required, the applicant shall retain a food or beverage vendor licensed in Addison for the sale of food, and for the distribution of alcoholic beverages, if applicable.
10. The Village will not provide any electronic equipment. This includes, computers, audio/video equipment, etc.
11. The use of helium balloons is not permitted within the Village Hall.
12. Furniture or items in the meeting room belonging to the Village of Addison may not be moved to any area outside the meeting room. At no time shall any furnishings or items be moved to other meeting rooms or hallway areas. Nor may any organization change the room they were assigned without specific permission from the Village.
13. Any damages to the rooms, facilities, or equipment thereof shall be the responsibility of the applicant. Repairs will be performed by the Village of Addison and the applicant shall be invoiced accordingly. Payments for repairs shall be due 15 days from the invoiced date. Any non-payment shall result in a forfeiture of all future room use requests by the applicant and the organization represented.

14. No use, delivery, distribution or consumption of alcoholic beverages shall occur on Village property without the approval of the Mayor and Board of Trustees of the Village of Addison. Such approval shall be made by adoption of an ordinance permitting such use on Village property. Use of alcoholic beverages shall be subject to the following additional requirements:

- a) All requests shall be made in writing, at least 30 days in advance of the event.
- b) All attendees of the event shall be at least twenty-one (21) years of age or older.
- c) Applicants requesting permission to serve alcoholic beverages may do so only at the Village Hall, 1 Friendship Plaza; the Century House, 129 Army Trail Rd.; and the Balzer House Museum, 135 Army Trail Rd.
- d) Alcoholic beverages may be served only to the guests of the sponsoring organization. No service to members of the general public will be permitted.
- e) Food service or hors d' oeuvres shall be provided with any service of alcoholic beverages.
- f) Applicant's food and liquor vendor shall provide a certificate of insurance which includes dram shop and liquor liability coverage. The Village of Addison will be named as an additional insured on said policies
- g) Should any particular room set up be required, please note below.\*

\*Note: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By signing below, I attest that I have read and agree to abide by the above rules and regulations governing the use of the Village of Addison meeting rooms.

\_\_\_\_\_  
Applicants Name **Please Print**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Organization