

Village of Deer Creek
Community Center Application

Name: _____

Address: _____

City State & Zip: _____

Phone: _____

Date of Intended Use: _____

What time do you want the door opened: _____

Please arrive on time and do not leave the building unattended once it has been opened for you.

Purpose of Use: _____

Alcohol being used during event? Yes No

Additional Names and Phone Numbers of Persons Responsible:

You may be required to pay a fee for the use of the facilities. The rules and fees are attached.
The Village of Deer Creek is not responsible for any accidents or injuries that may occur during rental of this facility.

Signature: _____ Date: _____

Disposition of your Deposit Check:

(please check one)

- I will pick up on (date) _____
- Shred it
- Donate to building maintenance fund
(Thank you!)

Office Use Only:

____ Copy of photo ID attached

____ Security Deposit Paid? Yes No
Date: _____

____ Rental Fee Paid (If applicable)? Yes No
Date: _____

____ Security Deposit refunded? Yes No
Date: _____

If Not, please explain:

Deer Creek Community Center

Welcome to the Deer Creek Community Center! We are happy to make our facility available for your use! We do require that the following guidelines be followed. PLEASE leave the facility in the same or better condition than when you arrived. Any questions call **309-447-6749**.

Initial each box
below as
confirmation of
understanding

1. <u>ALCOHOL USE:</u> Use of alcoholic beverages is allowed (NOT for resale) at the center but must be requested with application prior to your event. All beverages must be consumed inside the facility. No alcoholic beverage shall be served to any persons under 21 years of age.	
2. <u>DECORATIONS:</u> Decorations are limited to tables and chairs ONLY. No tacks or pins are to be used on facility property or furnishings. NO CANDLES (flameless candles are allowed), Do you want to use the backdrop? Yes _____ No _____ You will be responsible for replacement costs if damaged.	
3. <u>PROPERTY:</u> Please do NOT drag tables across the floor. No property of the Village of Deer Creek is to be removed from the facility without the approval of the Village Board prior to such removal.	
4. <u>EVENT HOURS:</u> The facility will not be unlocked unless the responsible party is present at noted time and it must not be left unattended at any time. All events are to be conducted between the hours of 7:00 a.m. to 12:00 midnight with all clean up finished by 1:00 a.m. Be sure both outside doors are locked before you leave.	
5. <u>CLEAN UP:</u> All personal items must be removed from the facility. Items remaining will be subject to disposal. Any cleaning required or damages done by renter are subject to additional fees. Renter must complete and sign "Community Center Cleaning Checklist" during this time. Trash dumpster is on site for use by renters for event trash only.	
6. <u>ANIMALS:</u> Only service animals are allowed in the building pursuant to ADA regulations. Permission for any other animals requires prior approval from the Village Board.	
7. <u>CANCELLATIONS:</u> All cancellations must be submitted to the clerk's office.	
8. <u>NO SMOKING ALLOWED IN BUILDING</u>	

Fees:

Residence within Deer Creek Township: \$50.00 per event refundable security deposit.

Residence outside of Deer Creek Township: \$100.00 per event nonrefundable fee with a \$50.00 refundable security deposit.

- Security deposit (\$50) will be due at time of reservation along with application and copy of photo ID.
- Rental fees (\$100) will be due at least one week prior to event.

Reservation Guidelines:

1. Reservations are on a first come, first serve basis.
2. The Deer Creek Village Board reserves the right to refuse rental of the facility.
3. Reservations may not be made more than 12 months in advance of an event.

Thank you for your support and cooperation with the above stated rules, fees, and guidelines.

Have a wonderful event!