

**Libertyville Civic Center Foundation**  
**135 West Church Street - Libertyville, IL 60048**  
**847-918-8880**

**MEETING ROOM REQUEST FORM**

*Please Print*

*Revised 10/23*

Date \_\_\_\_\_

Name of renter/organization \_\_\_\_\_ Email address \_\_\_\_\_

Type of renter/organization (check one)     Civic     Charitable     Support     Other

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Date(s) \_\_\_\_\_ Starting Time \_\_\_\_\_ Ending time \_\_\_\_\_  
Of Rental \_\_\_\_\_ Of Rental \_\_\_\_\_

Description of Event \_\_\_\_\_ Expected Attendance \_\_\_\_\_ Will alcohol be served? \_\_\_\_\_

Frequency of Usage: One time only \_\_\_\_\_ Weekly \_\_\_\_\_ Monthly \_\_\_\_\_ Other \_\_\_\_\_

**ROOM /EQUIPMENT REQUESTED AND ADDITIONAL SERVICES NEEDED (fee may apply)**

Room(s) Requested \_\_\_\_\_ Rectangular Tables \_\_\_\_\_ Round Tables \_\_\_\_\_ # of Chairs \_\_\_\_\_  
Kitchen & Tea Room \_\_\_\_\_ Bar \_\_\_\_\_ Podium \_\_\_\_\_ Easel \_\_\_\_\_ Other \_\_\_\_\_

Community Room C A/V System \_\_\_\_\_ Multimedia Projector \_\_\_\_\_ Screen \_\_\_\_\_  
Community Room C PA System \_\_\_\_\_

**PLEASE NOTE THAT SPACE IS NOT RESERVED UNTIL REQUEST FORM IS SIGNED AND RETURNED TO THE Libertyville Civic Center office with the appropriate deposit. Failure to notify the Libertyville Civic Center office of cancellation within 60 days of the scheduled event will result in forfeiture of 30% of the rental fee, not including administration or insurance fees. No refund will be given if notice of cancellation is less than 48 hours before event. Call 847-918-8880 to cancel your reservation.**

Rental Fee: \$ \_\_\_\_\_      Damage Deposit: \$ \_\_\_\_\_

Please make checks payable to Libertyville Civic Center Foundation. The damage deposit will be returned to the organization or to the contracted person. The rental fee stated on this agreement is subject to change. The renter will be notified of any change prior to the scheduled event.

**I have been given, have read and will comply with the attached Civic Center House Rules, and I have looked at the room requested. The Libertyville Civic Center Foundation and the Village of Libertyville disclaim all responsibility for the actions of children and adults while they are within the building or on the surrounding grounds of the Libertyville Civic Center.**

Parking is available on the west side of the building and in the south municipal lot. Please do not park in the Masonic Temple lot.

How did you hear about the Libertyville Civic Center? \_\_\_\_\_

Approved by: \_\_\_\_\_  
Libertyville Civic Center Foundation

\_\_\_\_\_  
Signature of Renter

Date \_\_\_\_\_      Date \_\_\_\_\_  
Payment Type \_\_\_\_\_      Payment Type \_\_\_\_\_  
Amount \_\_\_\_\_      Amount \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title of Renter

\_\_\_\_\_  
Renter's ID or DL # \_\_\_\_\_

Date DRAM Cert. Requested \_\_\_\_\_  
Portion & Date of Deposit Returned: \_\_\_\_\_

## **Libertyville Civic Center Foundation (LCCF) House Rules (for rental use of facility)**

1. **The building is available for scheduled uses between 9A.M. and 10 P.M. Sunday through Thursday and 9A.M. to midnight Friday and Saturday, excluding holidays.**
2. As a public building, the Civic Center must maintain a smoke-free environment. In addition, per the ordinance regulating smoking in the Village of Libertyville, smoking is not permitted within 25 feet of a public entrance to a public place.
3. The use of **beer and wine** on the premise is subjected to the Libertyville Village Ordinance, as amended, and the applicable Illinois statutes. Beer and wine may be consumed responsibly on premises. No one under 21 years of age may consume beer and wine. Renters are required to provide Dram Shop Insurance naming Libertyville Civic Center Foundation and Village of Libertyville as additional insured; this insurance is available through the Civic Center. **Alcohol may not be consumed outside of the Civic Center building. Hard alcohol is prohibited unless served by a Village licensed caterer.**
4. The renter is responsible for housekeeping and cleaning up at the end of each activity. In the event the rented facility (including kitchen, if applicable) is not left in the condition it was in at the beginning of the rental period then the renter's security deposit will be used to pay for cleaning or maintenance. Garbage is to be removed and placed in the Dumpsters located near the building.
5. Excessive cleanup, as determined by LCCF management, may result in a fee being deducted from the damage deposit refund. This includes but is not limited to carpeting, restrooms and lobby areas.
6. The use of GLITTER, CONFETTI, SPARKLER, SMOKE, FOG machines and any other items deemed to be unsafe, or a fire hazard are prohibited. Tape nor pins should not be used on painted surfaces. (Cleanup and/or repair fee will be charged if this policy is violated.)
7. The Libertyville Civic Center provides the names and addresses of renters to the Libertyville Police Department. The Libertyville Police Department may decide to have a police officer walk-through the building at any time during Civic Center hours of operation. The Civic Center reserves the right to require a police officer for duty. Any such expense will be charged to the renter.
  - a. Obligations of the renter:
  - b. Return a signed agreement to the Civic Center office prior to use. **No room will be considered booked until the signed contract and deposit have been returned to the Civic Center office.**
  - c. Pay the full renter fee and all required damage deposits not less than one month prior to the date of the event. Actual damage costs will be recouped in full. A damage deposit of \$100 is required for meetings, \$300 for parties, and \$500 for C Room parties serving alcohol.
  - d. Notify of cancellation no later than 60 days before the event to be entitled to a full return of deposit(s). Failure to notify of cancellation within 60 days of scheduled event will result in forfeiture of 30% of rental fee. No refund will be given if notice of cancellation is less than 48 hours of scheduled event.
  - e. **Must be 25 years of age; furthermore, renter must be present during the rental period and assume responsibility for all actions of the group, usage of the facility, equipment, and adequate chaperoning of minors.**
  - f. Children and young adults under the age of 18 must always be under direct supervision of an adult while in or on the premises. Groups involving children must be in the assigned room and not allowed to run about the building interrupting other groups and may not be or play outside the building.
8. A rental shall be revoked at any time due to the misconduct of individuals, falsification of information on the permit, misuse of property, or failure to comply with Civic Center rules and regulations. Rental payment will be forfeited to the Civic Center and future permits will not be issued to those groups or individuals involved. In the event of unforeseen circumstances or just cause, the LCCF reserves the right to cancel or terminate this agreement.
9. Events and activities, including clean up, must end no later than the agreed time to avoid late charge being assessed. A late charge equal to double the hourly rate will be charged in quarterly hour increments after the agreed time. **Entertainment should end and cleanup should begin no later than 60 minutes prior to agreed time and/or building closing time. Everyone associated with the rental must exit no later than the building closing time.**
10. Civic Center employees are not permitted to accept tips or gratuities in any form.
11. No altering of property or moving of furniture is permitted. Contact Civic Center staff members if something must be affixed to the property.
12. Users will pay costs associated with false fire alarms. Cooking is prohibited except in the Kitchen. Kitchen hood must be turned on when cooking. Cooking is to be done on Civic Center provided equipment only. Outside cooking equipment is not allowed in the building or on the property.
13. No animals or pets are permitted unless PET ADDENDUM TO RENTAL AGREEMENT is signed.

\_\_\_\_\_  
(Initial) I have read and understand the Civic Center house rules. The Libertyville Civic Center Foundation and the Village of Libertyville disclaim all responsibility for the actions of the children and adults while they are within the building or on surrounding grounds of the Libertyville Civic Center.  
Revised 10/23