

WASHINGTON TOWNSHIP
COMMUNITY BUILDING BOARD
FACILITY USAGE APPLICATION

Please read this application carefully prior to completing and signing.

Date of Application: _____

Name of Organization/Group: _____

Person Making Request: _____

Request Use of: Hall Kitchen Bar
(circle all that apply)

Purpose: _____
(meeting, shower, wedding, etc.)

Date of Function: _____

Hours the Facility is Needed: _____

_____ must be out by 10:30pm

Contact Person: _____

Address: _____

Telephone Number: _____

Nature of Use: NonProfit

Community Group _____ Family Function _____ Club _____
(check one) Government Agency _____ Private Business _____ Other _____

Items to be Used: (check all that apply)

Tables _____ (number: _____) Chairs: _____ (number: _____) Piano: _____ Kitchen: _____

Stove: _____ Refrigerator: _____ Freezer: _____ Cooking Utensils: _____

Coffee Pot(s): _____ Table Service: _____ Dishes: _____ Podium: _____ Other: _____

Will Alcohol be Present: (yes/no) _____
(private parties only)

Only items check above will be provided by Washington Township Community Building Personnel, and only if available. Tools, extension cords, projectors, public address system, etc. will not be furnished at any time. Local Government agencies such as Township, School, Fire District, Village, etc. have priority.

For questions, call 708-417-6403.

SIGNED: _____

Doc: 301, w/101
Approved: 012003
08/05/2004

**WASHINGTON TOWNSHIP
COMMUNITY BUILDING BOARD
BEECHER, ILLINOIS 60401**

Dear Rentor:

You (the Rentor) have requested the use of the Washington Township Community Building(Facility). This letter is to serve as notification that YOU will be liable for any damage(s) incurred while you are using any portion of the building. You are to follow any and all rules and regulations that pertain to the use of the Community Building.

You are also advised that, if alcohol is present on the premises of the Washington Township Community Building or property during your usage period, then you, individually, or the entity which uses the Building are NOT PROVIDED with any Dram Shop Insurance by Washington Township or Washington Township Community Building Board. We recommend that you obtain Dram Shop Insurance to protect yourself for any liability as a result of alcohol being consumed. Any alcohol provided is governed by Illinois Dram Shop Laws.

Please acknowledge receipt of this notification by signing and returning to: Washington Township Community Building Manager, Kellie Karstensen, P.O. Box 33, 518 Elm St, Beecher, IL. 60401.

If you have any questions, please call 708-417-6403.

Sincerely,

**WASHINGTON TOWNSHIP COMMUNITY
BUILDING BOARD
BY : KMKarstensen**

SIGN by Rentor/Responsible Party:

PRINT NAME:

DATE:

Doc: 401, w/501
Approved: 012003
08/05/2004

General Community Hall Property Guidelines

- All tables, countertops and stove are to be wiped off.
- All chairs are to be put back on chair rack.
- Remove all garbage, including bathrooms, and put in dumpster, in parking lot. Rebag all canisters, with provided bags.
- Sweep all floors, with large dust mop.
- Leave 2 tables up on North Wall, 2 tables up on West wall.
- Make sure Front Glass Doors are locked, if used.
- Make sure ALL lights are turned off, prior to leaving.

- Small key on ring is for Parking Lot Dumpster. Please remember to lock up with done.
- Please do not stand on chairs, nor take them outside of the building.

- **Only use BLUE PAINTERS TAPE for ALL decorations. Remove all tape when cleaning up.**

- To lock up building. Hold open WEST door, to lock it. Place key on inside landing, before