

RESIDENT

UPDATED: 9/9/16

Key is to be picked up from:
 Village Hall Police Station
no sooner than ____:____ am / pm
ON THE DAY OF YOUR FUNCTION



One Asselborn Way, Glenwood, IL 60425
P: 708-753-2400 F: 708-753-2406
www.villageofglenwood.com

Municipal Building Rental Agreement **SINGLE USE**

FACILITY REQUESTED: _____ DATE OF USE: _____

HOURS OF USE _____ TO _____ TYPE OF FUNCTION BEING HELD: _____

NAME OF APPLICANT: _____
(MUST BE A RESIDENT OF GLENWOOD or BUSINESS OWNER – **Key can be picked up by this applicant only**)

APPLICANT'S ADDRESS: _____
(HOME ADDRESS IF RESIDENT/BUSINESS ADDRESS IF BUSINESS OWNER)

APPLICANT'S PHONE (HOME): _____ (ALTERNATE): _____

FORM OF IDENTIFICATION SHOWN: Driver's License State ID Consular identification (CID) cards

APPLICANT HAS RECEIVED AND READ A COPY OF THE GUIDELINES FOR USE OF THE VILLAGE MUNICIPAL BUILDING RESERVATION POLICY. FAILURE TO ABIDE BY THESE GUIDELINES COULD RESULT IN FUTURE REQUESTS FOR USE TO BE DENIED. **I UNDERSTAND THAT I MAY OR MAY NOT BE USING THIS FACILITY AFTER A GLENWOOD ORGANIZATION/FUNCTION AND WILL BE SOLELY RESPONSIBLE FOR CLEANING THE FACILITY ACCORDING TO THE ESTABLISHED GUIDELINES (SEE ATTACHED). FAILURE TO ABIDE BY THE ESTABLISHED GUIDELINES WILL RESULT IN THE TERMINATION OF FUTURE USE.**

APPLICANT'S SIGNATURE: _____ DATE: _____

Flat Fee: \$150.00 (No deposit)

Municipal Rental	Address	No. Tables	No. Chairs	Capacity
Arquilla Fieldhouse	225 Park Drive	(8) 8ft tables	50	50
Forest Fieldhouse	325 Center Street	(8) 6ft tables	50	50
Hickory Glen Fieldhouse	1016 E. 192 nd Street	(8) 8ft tables	50	50
*John H. Blakey Senior Center • MUST be 55+ and Glenwood Resident. • Does not include sunroom	1 S. Rebecca Street	(11) 8ft, (6) Round Banquet Tables	90	90

John H. Blakey Center Applicants: Tables and chairs MUST be set up according to the diagram that is posted outside of the kitchen door at the end of your function. ALL ROUND TABLES MUST BE HUNG BACK ON RACK.

IF YOU HAVE ANY CONCERNS AFTER NORMAL BUSINESS HOURS REGARDING ANY RENTAL FACILITY YOU MUST CALL THE NON-EMERGENCY POLICE AT 708-753-2420 AT THE BEGINNING OF YOUR FUNCTION TO DISPATCH PUBLIC WORKS.