



**Village of Elwood**

401 E. Mississippi Ave.  
Elwood IL E. Mississippi Ave.  
Elwood IL. 60421

Office Use Only

Date Received: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Deposit Received: \_\_\_\_\_  
Signed Use Agreement: \_\_\_\_\_

**Community Room Reservation Form**

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

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Event Duration: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Circle Day: Monday\_\_ Tuesday\_\_ Wednesday\_\_ Thursday\_\_ Friday\_\_ Saturday\_\_  
Sunday\_\_

Description and Purpose of Event: \_\_\_\_\_

\_\_\_\_\_

Number of people Anticipated: \_\_\_\_\_

**Maximum Number of Occupants:** 96 with tables and Chairs  
136 without Table and Chairs

In consideration for such Agreement, the applicant (and responsible party, if applicable) agrees, jointly and serially:

1. To pay in consideration of the approval to use the Community Room, the sum of \$550.00, for 7 hours of rental at \$ 50.00 per hour plus a \$200.00 refundable deposit, payable at the time of submission of the agreement application to the Village of Elwood. The Agreement shall become effective only on the date of the execution by the Village of Elwood.
2. To comply with and abide by all rules and regulations of the Village of Elwood, including the Facilities Policies set forth above.
3. To be liable and to reimburse the Village of Elwood for all damages and injury done to property of the Village of Elwood, weather by applicant or any other person using the premises pursuant to this Agreement.
4. To hold harmless and indemnify the Village of Elwood, its agents, employees and Trustees, for any loss, injury or claim therefore made or suffered by any person or persons using the premises during the period specified above.
5. Applicant shall not use the name of the Village of Elwood in conducting any activity upon or use of premises.
6. The Village of Elwood does not extend its liability coverage, in any, to applicant, responsible party and any other person or property using premises under this agreement.
7. No admission fees may be collected without Village Coordinator approval.

This Agreement is granted for the date(s) and time(s) indicated above. The Village of Elwood, at its sole unfettered election, may cancel this Agreement at any time without notice.

Signature by the Applicant below indicates that the applicant is a duly authorized representative of the organization utilizing the Village of Elwood Community Room has read the above agreement. The applicant agrees to release the Village of Elwood and its employees, agents and elected officials of any liability which the undersigned, applicant and the persons using premises pursuant hereto, may incur while on premises.

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Applicant's Signature (Induvial or Organization)

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Print Name