



190 W Station St. ◦ P.O. Box 396 ◦ St. Anne, IL 60964
Main/Billing 815-427-6783 ◦ Public Works 815-427-8177 ◦ Police 815-427-8126
www.villageofstanne.com

Civic Center Rental Application

APPLICANT NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
HOME# _____ CELL# _____
ARE YOU A VILLAGE RESIDENT? <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YOU ANSWERED NO PLEASE ENTER YOUR SPONSOR'S CONTACT INFORMATION)
APPLICANT NAME _____
ADDRESS _____
CITY _____ STATE _____ ZIP _____
HOME# _____ CELL# _____

ACTIVITY INFORMATION

DESCRIPTION OF EVENT _____
ANTICIPATED ATTENDANCE _____
DATE REQUESTED _____ TIME IN _____ TIME OUT _____

Applicant agrees to indemnify and hold harmless the Village of St. Anne for any incidents or injuries occurring in connection with the rental of a Park Pavilion. Applicant has been given a copy of the Rules and Regulations and has read said Rules and Regulations and agrees to abide by the Rules and Regulations as well as the ordinances of the Village of St, Anne. Applicant acknowledges that all fees must be paid prior to the activity date.

All checks/money orders are to be made payable to the Village of St. Anne. Applicant must pick up key at the Village Hall (190 W Station St.) Appointments can be made by calling the Village Clerk at 815-427-6783.

SIGNATURE _____ DATE _____

OFFICE USE
APPROVED BY _____ DATE _____ KEY NUMBER _____



Civic Center Rental Rules and Regulations

1. Applicant must be at least twenty-one (21) years of age.
2. Applications shall not be transferred or assigned.
3. Applicants shall comply with all federal, state, and local laws, rules, and regulations
4. Applicants are subject to immediate cancellations by the Village of St. Anne upon notice to applicants with refunds to be given.
5. Applicants will be held responsible for any damages to Village property located in, and on the grounds of the Civic Center that may occur during the time it is being used by the applicant.
6. All activities subject to the ordinances of the Village of St. Anne
7. Applications must be submitted in writing.
8. Full payment must be received to confirm the use of the Civic Center.
9. **Village Residents** – A two-hundred and twenty-five dollar (\$225) fee shall be posted, of which one-hundred dollars (\$100) is a refundable cleanup deposit
10. **Non Village Residents** – A two-hundred and seventy-five dollar (\$275) fee shall be posted, of which one-hundred dollars (\$100) is a refundable cleanup deposit.
11. Set up and cleanup is the responsibility of the applicant.
12. All tables and chairs must be wiped off and arranged in an orderly fashion.
13. If the Civic Center is to be decorated for an event, the following rules shall apply
 - a. Taping items of decoration to the walls ceiling, tables, chairs, lighting is prohibited.
 - b. The applicant must remove any and all items of decoration
 - c. Room is to be vacuumed at the end of the event. If a spill occurs then please it must be cleaned immediately.
14. Smoking or vaping is prohibited in any and all Village facilities.
15. Groups with youths under the age of 18 must have one adult over the age of 21 for every 10 youths. Any group that does not have adequate supervision or fails to maintain discipline will be asked to leave.
16. No individual or group may use the Civic Center with the purpose of private monetary gain or fundraising without the permission of the Village of St. Anne.
17. The Village of St. Anne will not assume responsibility for any lost or damaged property.
18. Alcoholic beverages are not permitted on any of the Village of St Anne facilities.
19. The use of sound amplifying equipment or music is prohibited except when specifically authorized.
20. The Village of St. Anne reserves the right to have a designated employee visit for the purpose of supervision.
21. The Village of St. Anne reserves the right to add to, or change the rules and regulations, as needed in the best interest of the residents.
22. Disorder among patrons may be cause for cancellation of an application and may be cause for denial of future applications.