

Village of Deer Creek
Community Center Application

Name: _____

Address: _____

City State & Zip: _____

Phone: _____

Date of Intended Use: _____

What time do you want the door opened: _____

Purpose of Use: _____

Alcohol being used during event? Yes No

Additional Names and Phone Numbers of Persons Responsible:

You may be required to pay a fee for the use of the facilities. The rules and fees are attached.
The Village of Deer Creek is not responsible for any accidents or injuries that may occur during rental of this facility.

PLEASE CHECK ONE regarding the disposition of your check:

- I will pick up on (date) _____
- Shred it
- Donate to building maintenance fund (Thank you!)

DATE YOUR DEPOSIT CHECK FOR THE DATE OF YOUR EVENT

Signature: _____

Date: _____

Office Use Only:	
____ Copy of photo ID attached	
____ Security Deposit Paid?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date: _____	
____ Rental Fee Paid (If applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date: _____	
____ Security Deposit refunded?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Date: _____	

Deer Creek Community Center

Welcome to the Deer Creek Community Center! We are happy to make our facility available for your use! We do request that the following guidelines be followed as set up by the Village Board. PLEASE leave the facility in the same or better condition than it was when rented. Any questions call **309-447-6749**.

Initial each box
below as
confirmation of
understanding

1. <u>ALCOHOL USE:</u> Use of alcoholic beverages is allowed (NOT for resale) at the center but must be requested with application prior to your event. All beverages must be consumed inside the facility. No alcoholic beverage shall be served to any persons under 21 years of age.	
2. <u>DECORATIONS:</u> Decorations are limited to tables and chairs only unless discussed and approved by the Village Board prior to the event. No tacks or pins are to be used on facility property or furnishings. NO CANDLES (flameless candles are allowed), CONFETTI, GLITTER, RICE OR BIRDSEED are allowed in or around the facility.	
3. <u>PROPERTY:</u> Please do NOT drag tables across the floor. Always pick up. No property of the Village of Deer Creek is to be removed from the facility without the approval of the Village Board prior to such removal.	
4. <u>EVENT HOURS:</u> All events are to be conducted between the hours of 7:00 a.m. to 12:00 midnight with all clean-up finished by 1:00 a.m.	
5. <u>CLEAN UP:</u> All personal items must be removed from the facility. Items remaining will be subject to disposal. Any cleaning required or damages done by renter are subject to additional fees. Renter must complete and sign "Community Center Cleaning Checklist" during this time. Trash dumpster is on site for use by renters for event trash only.	
6. <u>ANIMALS:</u> Only service animals are allowed in the building pursuant to ADA regulations. Permission for any other animals requires prior approval from the Village Board.	
7. <u>CANCELLATIONS:</u> All cancellations must be submitted to the clerk's office.	
8. <u>NO SMOKING ALLOWED IN BUILDING</u>	

Fees:

Residence within Deer Creek Township: \$50.00 per event refundable security deposit.

Residence outside of Deer Creek Township: \$100.00 per event nonrefundable fee with a \$50.00 refundable security deposit.

- Security deposit (\$50) will be due at time of reservation along with application and copy of photo ID.
DATE YOUR DEPOSIT CHECK FOR DATE OF YOUR EVENT
- Rental fees (\$100) will be due at least one week prior to event.
- Checks payable to Village of Deer Creek.
- The facility will be unlocked for you at the noted time. Be sure to lock up you when you are finished.

Reservation Guidelines:

1. Reservations are on a first come, first served basis.
2. The Deer Creek Village Board reserves the right to refuse rental of the facility.
3. Reservations may not be made more than 12 months in advance of an event.

Thank you for your support and cooperation with the above stated rules, fees, and guidelines.

Have a wonderful event!