



## **Village of Huntley**

# **Old Village Hall Room Reservation Policies and Application**

11704 Coral Street  
Huntley, IL 60142

(847) 669-9600

[www.huntley.il.us](http://www.huntley.il.us)

# Village of Huntley Old Village Hall Room Reservation Policies and Application

## **Facility Reservation Guidelines**

- Applicant must be 21 years of age.
- Applications may include multiple reservation dates for the facility. Be sure to list all dates on the application.
- Reservation applications must be completed in full and submitted with payment and certificate of insurance at least 48 hours prior to reservation.
- A certificate of liability insurance (\$1,000,000 each occurrence) naming the Village of Huntley and 11704 Coral Street as an additional insured must be provided for the requested date(s) with completed reservation application.
- All materials, including garbage and debris must be removed at the conclusion of the reservation of the facility.
- All lights must be turned off at the conclusion of the use of the facility.
- Liquor cannot be in possession or consumed in the facility.
- Smoking is prohibited in the facility.
- No materials may be stored within the facility without express written permission of the Village.
- The person(s) or group reserving the community room(s) at the Old Village Hall is/are responsible to cover all expenses for repairs on any damage to the facility caused by the person(s) or group reserving the facility.
- Any fee charged for attending an event shall be solely for the purpose of defraying reservation costs and not as a for profit venture. The Village may request a financial report showing the costs of the program and the revenues collected.
- The Village reserves the right to deny permit applications for activities which it deems inappropriate at the facility.
- The Village reserves the right to cancel any reservation(s) of the facility with seven days notice except in the case of an emergency as declared by the Mayor or his designee, when any or all reservations may be cancelled without prior notice.

## **Facility Reservation Availability**

The Old Village Hall community meeting rooms can be reserved:

All Days from 9:00 a.m. – 10:00 p.m.

Except New Year's Day, Easter, Thanksgiving & Christmas Day

**Facility Reservation Fee Schedule and Refund Policy**

In addition to the fees listed below, a separate \$25 refundable key deposit will be required with each application.

Room	Huntley Residents and Non-Profit Organizations	Businesses Non-Huntley Residents & Organizations	Capacity
A	\$15 per day	\$100 per day	Chairs Only – 23 people Tables/Chairs – 11 people
B	\$15 per day	\$100 per day	Chairs Only – 33 people Tables/Chairs – 16 people
C	\$15 per day	\$100 per day	Chairs Only – 31 people Tables/Chairs – 15 people

***No refund will be given once applications are approved.*** If you are not able to keep your reservation, you may re-schedule your date no later than one week prior to the date of your function, subject to availability.

**Community Room Amenities**

- Tables
- Chairs
- Accessible Washroom Facilities

**Facility Priority**

The community meeting rooms are available to all Huntley residents, non-profit, civic, community, educational, and cultural groups. All Huntley based organizations and senior citizen groups shall be given preference if the Village receives more than one request at the same time.

**Key Pick-Up and Return Requirements**

On the day of your reservation (or on Fridays for weekend reservations), keys may be picked up at the Municipal Center (Manager’s Office) between the hours of 8:30 a.m. and 4:30 p.m. and must be returned no later than 9:00 a.m. the next business day. If the key is not returned at the prescribed day & time the \$25 key deposit will be forfeited.

**Approval of Application**

A reservation application request is complete and final once it is approved and signed by the Village Manager or his designee. The application, when approved by the Village, will serve as the permit for use of the facility. A copy of this application will be mailed to the address listed on the application. Please keep this copy with you during your reservation as it has important instruction in the event there is an emergency. No refunds will be issued once applications are approved. If you are not able to keep your reservation, however, you may change your date up to one week prior to the date of your reservation, subject to availability.

# Village of Huntley Old Village Hall Room Reservation Application

11704 Coral Street, Huntley, IL 60142

**Should you have a facility emergency arise on the day of your reservation, please use the following numbers to contact someone for assistance:**

**Monday – Friday between 8:00 a.m. – 5:00 p.m. (847) 669-9600**

**Monday – Friday after 5:00 p.m. and on Saturdays & Sundays (847) 669-2141**

**Please return this form with Certificate of Liability Insurance, key deposit and application fee to:  
Barbara Read, Village of Huntley, 10987 Main Street, Huntley, IL 60142**

<b>Contact and/or Organization Information:</b>					
Last Name:			First Name:		
Organization Name: (if applicable)					
Street Address:			City, State		Zip
Daytime Phone:		Evening Phone:		Cell Phone:	
<b>Insurance Information:</b>					
Insurance Carrier Name:			Policy Number:		
Street Address:			City, State		Zip
Insurance Carrier Contact Person:		Insurance Carrier Phone:		Insurance Carrier Fax:	
<b>Reservation Information:</b>					
Intended Use:					
Date(s) of Use:					
Time of Use (Please be specific, including setup and cleanup time):			Number of People Attending:		
<b>Reservation Fees</b>					
Key Fee (refundable)					<b>\$25.00</b>
Reserving Room (circle one) A B C D		Number of Reservations: _____		X	\$15.00 = _____
<b>Total Fee (key fee plus reservation fee)</b>					= _____
<b>Hold Harmless:</b>					
The above named person(s), group, or organization agrees to the following:					
To the fullest permitted by law, the _____ shall indemnify and hold					
<i>(name of person or organization)</i>					
harmless the Village of Huntley, its agents and employees from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from the utilization of municipal property, provided that such claims, damages, losses or expenses are attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including loss of use resulting there from, to the extent caused in all					
or in part by negligent acts or omissions of _____ or anyone directly					
<i>(name of person or organization)</i>					
or indirectly employed by them or anyone for whose acts they may be liable, regardless whether or not such claims, damages, losses or expenses are caused in part by a party indemnified here under. Such obligations shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist to a party or person described in this paragraph. The _____ here below acknowledges and accepts					
<i>(name of person or organization)</i>					
this indemnification agreement and does agree to have the proper "Additional Insured" endorsements executed to its liability policy. The below acknowledges they have read, understand and accept all policies regarding the use of the facility, use and return of the facility key, as well as any facility damage and/or replacement or penalty fees.					
Signature:				Date:	
Printed Name:				Title:	
<b>FOR OFFICE USE ONLY:</b>		Application Completed & Signed		Certificate of Insurance	
Key Deposit Paid (\$25)		Reservation Entered into Outlook		Approved By:	
<b>Additional Notes:</b>					

