

**Village of Elwood**  
401 Mississippi Ave  
Elwood, IL 60451  
815 423-5011

**Office Use Only**  
Date Received: \_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Approved By: \_\_\_\_\_  
Deposit Received: \_\_\_\_\_  
Signed Use Agreement: \_\_\_\_\_

**Community Room Reservation Form**

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

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

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

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

Circle Day:    Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday

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

\_\_\_\_\_

**Community Room**

Number of People Anticipated: \_\_\_\_\_

In consideration for Such Agreement, the applicant (and Responsible Party, if applicable) agrees, jointly and severally:

1. To pay in consideration of the approval to use the Community Room, the sum of \$ \_\_\_\_\_, payable at the time of submission of the agreement application to the Village of Elwood. If this Agreement is not executed by and on behalf of the Village of Elwood, the said sum shall be returned to the payer. 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 any and all damages and injury done to property of the Village of Elwood, whether 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, if 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 Facility Committee approval.

This Agreement is granted for the date(s) and time(s) indicated above. The Village of Elwood, at its sole and 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.

\_\_\_\_\_  
Applicant's signature (Individual or Organization)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Responsible Party or Organization

## Community Room Reservation Form

---

**Name of Organization:**

---

**Applicant's Name:**

---

**Address:**

---

**Telephone: (h)**

**(w)**

**(c)**

---

**Alternate Contact:**

---

**Telephone: (h)**

**(w)**

**(c)**

---

**Address:**

---

**Date(s)/Time(s) Requested:**

---

**Standing Request (Please Circle):**

**Yes / No**

---

**Anticipated Attendance:**

---

**Purpose of Event (Describe briefly what will occur during your use of the Village facilities):**

---

---

---

---

**FOR OFFICE USE ONLY**

**Reservation Taken By:**

---

**Comments:**

---