Village of North Pekin

206 Lincoln Boulevard

North Pekin, Illinois 61554

Rules, Regulations and Fees

Reservation/Rental of Community Room

 **I.GENERAL PROVISIONS**

The Village of North Pekin Community Room shall be available on a first come, first served basis to any group, club, organization, individual, business or entity for the purpose of conducting meetings, fundraising, or social events, and other gatherings for any lawful purpose, all subject, however, to the following rules and regulations.

**II. DEFINITIONS**

The following terms shall have the following meanings unless the context in which they are used clearly indicates otherwise.

**Resident –** shall mean any person/individual residing within the limits of the Village of North Pekin.

**Non-resident –** shall mean any individual, group or entity not residing within the limits of the Village of North Pekin.

**Deposit –** shall mean the payment of monies to the Village of North Pekin in order to insure compliance with the rules and regulations, cleanliness of the building and assurance that no damage has occurred. Deposit amount is determined in the fee structure based on the use of the North Pekin Community Room. The return of all or part of the deposit is based upon all rules and regulations being observed.

**Event –** shall mean any gathering, meeting, party, reception or other use of the facility conducted pursuant to an approved application for such use.

**Facility –** shall mean the Village of North Pekin Community Room located at 206 Lincoln Boulevard, North Pekin (buildings and grounds).

**III. OCCUPANCY REQUIREMENTS**

No more than 162 people without tables, or 76 with tables set up can occupy the premises at one time. This requirement is strictly enforced by the State Fire Marshall and the North Pekin Police and Fire Departments. Any violation of this clause may cause termination of the event and loss of any/all deposit.

**IV. APPLICATION AND DEPOSIT**

Application for use of the facility shall be made to the office of the Village Clerk on such forms as are provided for such purpose. Deposit will be paid after application is approved. The deposit, if required, will be returned to the person, group or entity using the facility within 30 days after the use of the facility, provided that the person, group or entity using the facility has complied with all the rules and regulations pertaining to use of the facility. Upon failure of any person, group or entity to comply with any of the rules and regulations the Village of North Pekin may retain any or all of the deposit as it deems to be appropriate under the circumstances. Any violation of the rules and regulations regarding the use of alcoholic beverages shall automatically cause a forfeiture of the entire deposit and may disqualify that person, group or entity from ever using the facility again.

**DEPOSIT/FEES –**

RESIDENTS - $100.00 – Returned after satisfactory inspection.

NON-RESIDENTS - $200.00 - $100.00 returned after satisfactory inspection.

**V. CONDUCT**

Children, youths must be supervised at all times by an adult. Children may not play in the parking lot, or around the outside of the building unless accompanied by an adult.

Smoking is not allowed anywhere inside the building.

No food or drink is to be taken outside or in any other part of the building except the community room.

**VI. ALCOHOLIC BEVERAGES**

1. **Under no circumstances may alcoholic beverages be used or consumed anywhere in the building or on any grounds around the building.**
2. Any violation of the rules regarding alcoholic beverages at the facility shall cause immediate termination of the event and all persons attending the event shall be required to leave the premises. This provision will be enforced by the North Pekin Police Department. This will also cause forfeiture of any and all deposit monies.

**VII. DECORATIONS**

Any signs placed outside the building are only allowed on your stakes. There shall be **NO** signs taped, nailed, stapled or otherwise affixed to the outside of the building on the Village of North Pekin signs.

Decorations are allowed inside the building. However, decorations shall **NOT** be taped to any part of the ceiling or walls. Please use other means of placing decorations which will not cause damage.

**VIII. CLEAN UP AND APPEARANCE**

Each person, group, organization reserving/renting the facility shall be required to clean up the premises inside and outside, wash all dishes, dispose of all trash and litter (placed inappropriate receptacles outside the building for garbage pickup), sweep the floors, and generally police the grounds leaving the premises in the same condition as they were prior to the use.

Failure to abide by the foregoing provisions relating to clean up may be cause for:

1. Retention of all the deposit paid until cleanup /repairs are completed. If clean up/repairs exceed the amount of the deposit, the renter is responsible for the balance.
2. Disqualification of said renter from any further use of the facility.

**IX OPENING AND CLOSING OF BUILDING**

The North Pekin Police Department will meet with the person reserving the building at the time given on the application to open the building, and will also be at the building to secure the building at the time stated on the application to close the building. The phone number for the Police Department is listed below. In the event the Police are unavailable, the following Trustees may be called to assist.

Police Department - 382-3412

Russ Blumenstock - 382-2479