

Village of Pesotum

Community Building Use Policies and Procedures

The Village of Pesotum Community Building located at 103 East Lincoln Street, Pesotum, Illinois, is hereby made available for public use according to the following rules and procedures and at the sole discretion of the Village Board.

1. Use and Limitation. Building use is available to any individual or organization for any use found to be acceptable upon application to the Village Board, which reserves the right in its sole discretion to refuse any application.
2. Reservations and Preference. Reservations must be requested fourteen (14) days prior to the planned use or event. Preference will be given to users in the following order, with priority given to those users from Pesotum:
 - a. Village Use. Meetings of the Board of Trustees, any committee thereof, or a related board (such as the Zoning Board of Appeals) have priority. The village of Pesotum has priority for any other use that precedes any request. In addition, the Board retains the right to cancel any reservation as deemed necessary for carrying out business needs of the Village of Pesotum.
 - b. Community or Civic Organizations. Any group recognized by the Board of Trustees as having the purpose of being dedicated to the betterment of the general public may be considered a Community or Civic Organization.
 - c. Individuals and Other Organizations. Any individual or organization not classified under (a) and (b) of this section.
3. Responsibility and Cost. The Village of Pesotum provides use of the Community Building with the understanding and agreement that the premises will be vacated after said use and left in the same condition as it was at the time access was permitted. The user assumes responsibility for any and all damages to the building and facilities, or for any costs to return the facilities to its prior condition.

The Community Building may be made available for use by Community or Civic Organizations, and no charge or security deposit will be required of such organizations.

The Community Building may be made available to individuals or other Organizations at a cost of \$25.00 per use. In addition, a refundable security deposit of \$25.00 must be paid to the Village of Pesotum upon approval of the Community Building Use Application.

Once the User has vacated the Community Building, and the keys have returned to the Village, an inspection will be made by Village personnel to determine if the condition of the building and facilities is acceptable. A full or partial refund of the \$25.00 damage deposit will be made to the

User depending on any cleaning or repairs deemed by the Village or its agent or representative as necessary to return the building and facilities to its condition prior to such use.

4. Liabilities. All damages and claims related in any manner whatsoever to the Community Building while in the possession of the User are the responsibility of the User, and shall not be limited to the amount of the security deposit. All costs associated with disputes or injuries of any kind or character whatsoever arising out of the use of the premises are the responsibility of the User, and the User shall indemnify and defend the Village against any and all such claims, disputes, injuries, lawsuits, costs and attorney's fees related thereto.
5. Procedures. Application and use of the Community Building must be completed in accordance with the following procedures:
 - a. The prospective user must complete the attached Community Building Use Application, and submit it to the Village through the Village water clerk fourteen (14) days prior to the planned use or event.
 - b. The Village Board, or a member thereof, shall review the Application and approve or deny the use. At that time a determination will be made as to whether the Applicant qualifies as a Community or Civic Organization.
 - c. A copy of the approved or denied Application will be returned to the User. At that time, an approved Application will be considered a "reservation." Any required security deposit shall be collected prior to the issuance of a key for access to the building. Checks for the security deposit shall be made payable to "Village of Pesotum."
 - d. During the date of the use, access is restricted to the main meeting room, kitchen, and restroom facilities. The telephone will not be available for use.
 - e. Once the use has ended, all building furniture and other facility property shall be returned to the location it was upon arrival. The premises shall be cleaned in a manner necessary to return it to the same condition it was in immediately prior to the use. All trash must be disposed of by the user. There is no trash service to the Community Building. Any cleaning shall be completed at the end of the use and not be left for a later time or date. Once the premises have been vacated for the approved use, further access is prohibited.
 - f. The building key must be returned to the Village the day immediately following the use described in the Application. After return of the key, the building will be inspected by Village personnel to confirm acceptability of building and facility conditions.
 - g. Acceptance of the building conditions shall be noted on the Application. Non-acceptance shall be also noted on the Application and a copy given to the User indicating refusal to return damage deposit, or to communicate additional damage costs to be paid to the Village.
 - h. All completed Applications shall be retained on file by the Village of Pesotum.
6. Restrictions and Prohibitions. The Village of Pesotum prohibits smoking, alcohol, controlled substances, firearms, and display of sexually explicit materials in the Community Building. Its use is further governed by any other applicable Federal, State, or local statutes, ordinances and regulations.

**VILLAGE OF PESOTUM
COMMUNITY BUILDING USE APPLICATION
(SUBMIT TO VILLAGE BOARD OF PERSONNEL)**

DATE: _____
APPLICANT NAME: _____
CONTACT NAME/NUMBER _____
ADDRESS: _____
CITY, STATE, ZIP: _____

REQUESTED USE PERIOD:
DATE: _____ TIME: _____
PURPOSE OF BUILDING USE:

NUMBER OF ATTENDEES EXPECTED: _____

I have read and understand the policies and procedures for Community Building Use as outlined by the Village of Pesotum, and accept the terms under this agreement.

Applicant	Village of Pesotum
Applicant Signature	Approved Signature
Date	Date

Village of Pesotum Use Only:	
Classification of User: <input type="checkbox"/> Community of Civic Organization <input type="checkbox"/> Individual or Other	
Date Key Issued: _____	Date Key Returned: _____
Date of Deposit: _____	Amount of Deposit: _____ Method of Payment: _____
Inspected Conditions:	
_____ _____ _____	
Date of Refund: _____	Amount of Refund: _____ Add'l Damages Claimed: _____

