

Village of Vernon Hills
Room Usage Policy
June 1, 2018

1. The Village will make available the two (2) rooms in the First Floor of the building for use by resident or Vernon Hills community groups (a minimum of one resident is required to be a member of the group).
2. The following two (2) rooms would available on the First Floor of the building:
 - Room 1
 - Room 2
3. The lower level space will be closed for public use with the exception of the Vernon Hills Seniors Organization and the Lake County Genealogical Society.
4. Applications must be sent to the Village Hall c/o Kristen Dvorak. Contact information KristenD@vhills.org or (847) 680-2260.
5. Applications for dates/times & rooms will be scheduled in the order of receipt and a week in advance. The Village will attempt to schedule each group as requested on their application.
6. The two (2) rooms will be available on the following days:
 - Monday thru Thursdays from 8:30 a.m. to 9:00 p.m., with the exception of national holidays.
 - Friday and Saturday meetings will only be scheduled for special circumstances subject to approval by the Village Manager. A fee of \$75 per hour will be assessed for Friday and Saturday meetings. Additional costs will be assessed based on the cost for custodial services.
7. The building will be locked by a magnetic lock which will be programmed to unlock/lock for recurring meetings. An access code may also be provided for non-recurring meetings.
8. A limited number of chairs and tables will be provided for each room. Groups using the rooms will be responsible for configuring the room as they need it to conduct their activities.
9. The Village Hall will not be staffed by Village employees during the evening. The Vernon Hills Police Department will take emergency calls at the non-emergency number (847-362-4439) and dispatch Public Works employees to respond to a building emergency, as necessary. Any damage caused by participants will be responsible for reimbursing the Village for the cost of repairs.
10. The Village will use the following rental schedule:
 - Resident Associations – No charge except for a \$40 charge if room isn't vacated by 9:00 p.m.
 - Local Vernon Hills Non-Profit Organizations – No charge except for a \$40 charge if room isn't vacated by 9:00 p.m.
 - Non-Resident/For-Profit Organizations – Use is Prohibited



*Village of Vernon Hills
290 Evergreen Drive, Vernon Hills IL 60061*

*Village Hall
Facility Rental Request Form*

RENTER INFORMATION

Date: _____ Room Requested _____

Name: _____

A copy of driver's license will be required upon submittal

Organization: (If applicable) _____

Address: _____

City: _____ Zip Code: _____

Home Phone: _____ Alternate Phone: _____

Email address: _____

EVENT INFORMATION

Date Requested: _____

Number of Guests: _____

Event purpose: _____

Start time: _____ Stop time: _____

-----**OFFICIAL USE**-----

Proof of Residency Received: Y N Certificate of Insurance Received: Y N

Room Approved: Y N Resident Contacted: Y N

Approved By: _____