

# Village of Vernon Hills

## Village Hall Meeting Room Usage Policy

*Rev: October 26, 2023*

1. The Village will make available the two (2) rooms on the first floor of Village Hall 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 be available on the first floor of Village Hall: Room 1 and Room 2
3. The lower level space of the Village Hall will be closed for public use with the exception of the Vernon Hills Seniors Organization and the Lake County Genealogical Society.
4. Applications for meeting room usage must be sent to the Village Hall, 290 Evergreen Drive, Vernon Hills, IL 60061 c/o Kristen Dvorak – [KristenD@vhills.org](mailto:KristenD@vhills.org) or 847-680-2260
5. Applications for dates/times and 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 Monday through Thursday from 8:30a.m. to 9:00 p.m., with the exception of national holidays.
7. The building will be locked by a automatic magnetic lock, which will be programmed to unlock/lock for recurring meetings. Call Dispatch at 847-362-4449 if doors are locked upon your scheduled arrival.
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 needed to conduct activities.
9. The Village Hall will not be staffed by Village employees during the evening. The Vernon Hills Police Department will take 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 the responsibility of the meeting organizer, with the organizer 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 \$40 if room isn't vacated by 9 p.m.
  - **Local Vernon Hills Non-Profit Organizations:** No charge except for a \$40 if room isn't vacated by 9 p.m.
  - **Non-Resident/For-Profit Organizations:** Use is prohibited.

*Space Reservation Form follows on next page  
Signed Hold Harmless Agreement is also required*



*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: \_\_\_\_\_