



Community Center Reservation Application

1. Call Melissa Bailey at 345-7028 ext. 2321 with any questions.
2. Complete application and deliver it to Melissa Bailey at Village Hall, 2520 N. Center, Maryville, IL with a check or money order for the appropriate fee made payable to "Village of Maryville".
3. Rental Fees: Village Employees & Residents (Incorporated Maryville) = \$150; Non-Resident = \$250. Rental fees will be charged for each reservation and are non-refundable.
4. An additional \$100 deposit is due at the time of reservation. Deposit will be returned after the event, provided no extraordinary cleanup is required and there is no damage to the building or contents.
5. Upon receipt of the approved application, the applicant is required to provide Melissa Bailey with any required certificates prior to the event. (Event will be cancelled if required certificates are not submitted at least 5 days in advance of the event.)
6. The Center must be reasonably cleaned at the conclusion of the event: All decorations removed, trash picked up and deposited in containers, tables & chairs wiped, tables & chairs stacked & returned to storage room.) No holes in the walls or doors are allowed (i.e.; do not use nails, thumb tacks, pins, screws, etc. to attach items to the walls or doors).

Applicant Name: _____ Phone: _____

Address: _____ Email: _____

City: _____ State: _____ Zip code: _____

Organization: _____

Date of Event: _____ Hours of Event: _____

Description of Event: _____ Estimated Attendance: _____

Will alcohol be present at event ? YES ☐ NO ☐
(If YES; \$1,000,000 Liquor Liability Insurance is Required)

Signed: _____
Applicant Date

Approved: _____
Authorized Village Official Date

Special Conditions: _____

===== (FOR OFFICE USE ONLY) =====

Application Received Date and Time: _____

\$100 Deposit: Date Paid _____ ☐ Cash ☐ Check # _____

\$ _____ Rental: Date Paid _____ ☐ Cash ☐ Check # _____

Certificate of Insurance Required: YES ☐ NO ☐

Liquor Liability Insurance Required: YES ☐ NO ☐

Copies provided to: 1. Applicant 2. Police Department
3. Public Works