THE VILLAGE OF
MARYVILLE
COME GROW WITH US

# Community Center Reservation Application

1. **Call the Maryville Comptroller at 345-7028 ext. 3 with any questions.**

2. **Complete application and deliver it to the Comptroller 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 the Comptroller 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:**_____

**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:** _____ _____
**Mayor** **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** ☐

**Comptroller provides copies to:**
**1. Applicant by mail.** **2. Clerk for Web Page Update.**
**3. Police Department.** **4. Public Works**

*REVISED 1/15/2015*