BOLINGBROOK FIRE DEPARTMENT COMMUNITY ROOM

ATTENTION
COMMUNITY ROOM RENTER
Please respect all groups that use the community room. Abide by your reservation time and do not enter the community room while it is occupied by another group. Your reservation includes your “set up” and “clean up” time. Disregard for reservations may lead to all future rentals to be revoked. Please plan accordingly.

________________________ Initial

IT IS NOT THE RESPONSIBILITY OF THE FIREFIGHTERS TO CLEAN, RE-ARRANGE OR TAKE THE GARBAGE OUT AFTER A MEETING OR CELEBRATION. YOUR DEPOSIT WILL NOT BE RETURNED AND YOUR FUTURE RENTAL WILL BE REVOKED.

FACILITY USE AND SCHEDULING
Permit Application Process:

Groups and organizations wanting to use the Bolingbrook Fire Department Community Room facilities must complete a Community Room Rental application. Applications are available at the Fire Department Administrative office at 375 W. Briarcliff Road and must be completed in person.

TERMS AND CONDITIONS
Rules and Regulations:

1. All permits are subject to Village of Bolingbrook Ordinances and Village Rules and Regulations.
2. A refundable damage and cleaning deposit is required upon submitting a request for permit ($100.00) if any food/drink will be in the room. Make checks payable to the Village of Bolingbrook.
3. Individuals or Organizations are not permitted to use the Community Room facilities for commercial or political purposes.
4. The Bolingbrook Fire Department reserves the right to have a designated employee visit the Community Room during an approved use, for the purpose of supervision and to verify that the renter is present.
5. The Bolingbrook Fire Department will not be responsible for any accident or loss of property.
6. The person requesting the facility is responsible for the conduct of all in the group and must be present the entire time. If the renter is not in attendance, the group/party will be asked to vacate the building and all future rentals may be revoked.
7. It is the responsibility of the renter to make sure that all participants of the group stay in the community room at all times. There is to be no loitering in the hallways or parking lot. This activity will not be tolerated and the group will asked to leave the community room immediately and all future rentals may be revoked. ______________________ Initial
There is a 4-hour time limit for each group. This includes the set-up and break-down time.

The Community Room cannot be booked back to back by two (2) separate individuals to extend the time of your booking. If it is found that the Community Room has been booked back to back, future rental privileges may be revoked.

A fee may be added to groups consisting of 50% or more non-residents.

Proof of residence is required at time of application.

Hours of room operation are between 9:00 a.m. and 9:00 p.m., Sunday – Saturday, excluding Holidays. Time limit for room rental is up to 4-hours.

Reservations must be made at least 48-hours in advance for “celebrations”. If rented within 48-hours, a deposit must be placed immediately.

A full refund will be issued when a “Refund Request Form” is submitted after the rental. This is subject to the cancellation policy. __________ Initial

Application must be signed by an adult over 21 years of age.

Religious Organizations and their affiliates are permitted to use the facility except as a scheduled “place of worship”.

The renter is responsible for the following at the end of a rental and includes: __________ Initial

- Tables wiped clean and put back in place.
- Community Room floors must be swept.
- Community Room floors must be mopped using a floor detergent.
- Garbage collected from the Community Room shall be taken out and placed inside the dumpster.
- Counters shall be free of debris and wiped clean.
- Any and all decorations must be removed, including adhesive material.
- Chairs to be put back on top of the tables.
- Vacuum carpet.
- Contact with Fire Department personnel to verify room has been cleaned and sign Refund Request Form.

Lights must remain on during the entire rental.

All outside doors must remain closed.

The following items cannot be used: confetti (perishable/non-perishable), pushpins or tacks, silly string, piñatas, candles or squirt guns.

Music volume may not exceed a level in which an individual may hear the phone ring outside the room. The Bolingbrook Fire Department reserves the right to require the music be turned down. If the music continues to be too loud, the Bolingbrook Fire Department reserves the right to require that the party continue without music.

Parking in the adjacent lot is confined to the marked spaces. Double parking is illegal, and offenders may be ticketed or towed at their own expense.

The Bolingbrook Fire Department has the right to terminate an event should there be a problem of any sort. This is at the Fire Department’s discretion. For youth and teen events there must be one (1) adult over 21 for every 10 children in attendance at the “celebration” for supervision.

No pets or animals are allowed in the building.

No outdoor cooking or barbecuing is allowed.

No alcohol is allowed on the property or in the building. __________ Initial

Meetings may use the AV equipment/projector screen that is located in each Community Room, however the renter is responsible for supplying their own VGA cables for the equipment to work properly.

CANCELLATION POLICY

All applicants are required to pay a $100.00 damage and security deposit in order to secure a date. Applicants who cancel their reservation at least 14 days in advance will receive a full refund. 50% will be returned if cancelled within 7 days. If cancellation occurs within 7 days or less, 100% of deposit is forfeited.
SCHEDULING PRIORITIES
The following is a list of priorities for the purpose of scheduling:

- Fire Department Training
- Units of Government
- Educational Programs
- Civic or charitable not-for-profit organizations with valid 501c(3) Certificate and have been in existence for at least 3 years based within the Village of Bolingbrook boundaries
- Private groups consisting of at least 50% Village of Bolingbrook residents

SMOKE FREE ENVIRONMENT
The Village of Bolingbrook Fire Department Community Room Facility is a smoke free facility. Smoking is prohibited in all areas. In the event of a conflict in documents or language the applicant agrees that the Community Room document prevails and is controlling.

COMMUNITY ROOM SPECIFICS
Fire Station 4 (west side room only)
1111 West Boughton Road
Bolingbrook, IL  60440
Occupancy Load:  NOT TO EXCEED 40 people
Approximate # of Tables:  6 (long)
Approximate # of Chairs:  40

Fire Station 5
1900 Rodeo Drive
Bolingbrook, IL  60490
Occupancy Load:  NOT TO EXCEED 84 people

Side A: NOT TO EXCEED 42 people
Approximate # of Tables:  6 (long)
Approximate # of Chairs:  24

Side B:  NOT TO EXCEED 42 people
Approximate # of Tables:  6 (long)
Approximate # of Chairs:  24

By signing below, I agree to follow each of the rules for the Village of Bolingbrook Fire Department Community Room Facility. I understand that failing to follow these rules may result in my rental being terminated or loss of my deposit.

_________________________  __________________________  __________/________/________
Print Name                             Contact Phone Number                     Date

_________________________
Group Name (print)

_________________________
Address

_________________________
Signature

Updated 06/2018