

WAUCONDA TOWNSHIP

505 W. Bonner Road
Wauconda, Illinois 60084

Lincoln Knight
Supervisor

Danielle Rose
Clerk

Phone: 847-526-2631
Fax: 847-526-0294

www.waucondatownship.com

Scott Weisbruch
Highway Commissioner

Kristin Carlson
Assessor

Wednesday September 6, 2023

Dear Organizations/Groups,

It is that time once again to register for the use of the Wauconda Township Community Hall for the upcoming 2024 year. In order to reserve your requested date(s), both the completed Wauconda Township Community Hall Application and the Indemnification Agreement Forms must be returned. Dates are not guaranteed and will be scheduled on the calendar on a first come first served basis. A divider wall is available to split the room. Please make sure to indicate on the community hall application form if your organization/group is able to split the room to accommodate another group if necessary.

During the 2024 Early Voting and Election Day period, the community hall will be unavailable. Dates are to be determined as of yet. We will notify your organization if a requested meeting date will be affected due to Early Voting.

It has been our policy to annually review the agreements between the township and the organizations/groups occupying the township community hall on a regular basis. At times, officers are replaced, schedules change and the demand for use of the hall can increase. So that we can better control our schedule and assure every organization/group of a clean and orderly facility, the rules and responsibilities governing the use of the community hall are restated below:

- Each organization/group must designate one person to accept responsibility for the key to the community hall. That person is responsible for the cleaning, the pick-up/proper disposal of any refuse, lights are shut off, and to secure the building before exiting. The name and telephone number of the designated representative is to be on file at the township office and the possession of the community hall key is not to be transferred to another party without the approval of the Supervisor's Office.
- The day and time of use of the community hall cannot be changed without notice. Your organization/group is not entitled to use the hall except on the date and time assigned. The Supervisor's Office would appreciate a notice of cancellation if your organization/group will be unable to attend on your assigned date.
- Children and young adults must be supervised by an adult approved by your organization/group and must not be permitted to enter the community hall unattended. Small children should be supervised while in the washrooms.

I thank your organization/group for their cooperation. Please return the completed forms as soon as possible to reserve your scheduled date(s). Dates are reserved on a first come, first served basis.

Sincerely,

Lincoln F. Knight

Wauconda Township Supervisor

Trustees:

Kevin McKernan

Ed Lochmayer

Mary Beth Santi

Jim Whitehead

WAUCONDA TOWNSHIP COMMUNITY HALL APPLICATION

Date: ___/___/___

Year: 2024

Key Number: _____

Name of organization or individual: _____

Address: _____

Phone Number: _____

E-mail Address: _____

Contact Person & Key Holder: _____

Type Of Event/Organization: _____

Dates & Time Requesting Hall Use:

Are you able to split the hall with another group meeting? Yes/No

I hereby request the use of the Wauconda Township Community Hall on the dates & times listed above for the purpose stated. I acknowledge receipt of the rules and regulations governing the use of the Wauconda Township Hall and acknowledge signing the Indemnification Agreement.

Applicant's Signature: _____

FOR TOWNSHIP USE ONLY

APPROVED: _____

DATE: _____

INDEMNIFICATION AGREEMENT

THIS INDEMNIFICATION AGREEMENT made and entered into this _____ day of _____, 2023 by and between **Wauconda Township**, a municipal corporation of the State of Illinois, (hereinafter Township) and _____

(Not for Profit Group or Individual)

I _____, individually and as the Agent representing _____, do hereby agree to indemnify and hold harmless Wauconda Township, its elected officials, agents, employees and trustees from and against any and all loss, damages, claim, demand, liability or expense by reason of any damage or injury to property or person which may be claimed to have arisen as a result of or in connection with the occupancy or use of said premises by _____ during the occupancy or use of the community hall, located at 505 W. Bonner Road, Wauconda, Illinois.

On the date of _____, 2023. Such obligation to indemnify and hold harmless shall continue notwithstanding any negligence or comparative negligence on the part of the Township relating to such loss or damage, except for loss or damage arising from the sole negligence or willful misconduct or gross negligence of the Township and shall include all cost, expenses and liabilities incurred by the Township in connection with such claim, suit, action, cause of action, including investigation thereof, the defense of any action or proceeding brought thereon, reasonable attorney's fees and any other judgment or decree which may be entered in any such action or proceeding or as a result thereof. These provisions shall survive the expiration or earlier terminations of the use of the premises. Nothing in this Agreement shall be construed to affect in any way the Township's rights, privileges and immunities as set forth in Illinois Statutes and or the Constitution of the State of Illinois.

Signature

Print Name

Title

Day Time Phone Number

Address

City

State

Zip Code

RULES AND REGULATIONS

1. All use must be approved by the Township Supervisor pursuant to written request. (See Wauconda Township Community Hall Application).
2. Use of the township hall is limited to not-for-profit groups that have at least one member who is a resident of Wauconda Township or a resident individual.
3. The hall shall not be used for political or religious meetings for groups or parties outside of Wauconda Township or for fundraisers to support political or religious purposes.
4. No alcoholic beverages of any type are allowed in the community hall.
5. No smoking is allowed in the community hall. You must be outside at least 15 feet away from any doorway, window or vent.
6. No gambling or lotteries are permitted. Raffles and any other fund raising must be approved by the Township Supervisor prior to the event. Collecting and/or selling of admissions are prohibited.
7. Use of the community hall is subject to change at the discretion of the Township Supervisor.
8. Users must clean and organize the hall after use. If user fails to properly clean or organize the hall a custodial fee may be charged and the possible denial of any continued use.
9. The maximum capacity of community hall is 160 persons due to fire regulations.
10. Set up and decorating is to be done on the day of use unless approved by the Township Supervisor.
11. Please make sure to notify the township of any cancellations or hiatus for your group to make it available to another organization.
12. The community hall is available until 11:00 p.m. We ask that your organization is all packed up and off the premises by that time. If you need the hall past the designated time a written permission letter must be provided by the Township Supervisor.
13. Users agree to furnish a responsible person who will be the holder of the key to the premises and shall be responsible for locking and securing the premises upon vacating. If the keyholder on record changes, the township must be notified as soon as possible. The keyholder will also be the person of contact. There is a \$50.00 fee for any key that is lost and must be replaced.
14. It shall be a continuing condition of this agreement that the Township shall have priority on the community hall for required voting for the precinct in which it is located or any other voting requirements, regardless of a designated date or time for use by the user.
15. Any special circumstances must be requested in writing and approved by the Township Supervisor.