



Facility Use Application

Community Center or Shelter House

sheffofcmgr@gmail.com Phone: (815) 454-2034 Office Hours:
MON-THURS 8am-4pm

Event Date(s): _____ Start Time: _____
End Time: _____

SHEFFIELDIL.ORG

APPLICANT INFORMATION include Contact Name & Sponsoring Organization (if applicable)
request for fee to be waived for non-for-profit organization ☐

Name: _____

Mailing Address: _____

Email: _____

Phone: _____

Designate Facility **Rental Fee plus damage deposit** (if applicable)
of \$50 (separate check) to hold reservation - Fee & damage deposit returned if
cancelled 30 days prior to Event.

Community Center	☐	Fee \$50 - plus \$50 damage deposit - refundable upon
Shelter House/ Veteran's Park	☐	Fee \$25
West (Homecoming) Park Shelter	☐	Fee \$25
Sheffield School Park		
Shelter	☐	Fee \$25
Ball Diamonds	☐	Fee \$25

SIGNATURE

I certify that the information that I have provided in this application is true and accurate to the best of my knowledge. If the event plans change, I will submit a revised application or additional information accordingly. All documents received by the Village of Sheffield are public documents and subject to public disclosure in accordance with the State Public Disclosure Act.

Applicant's Signature
Facility Inspection

Date **RETURN PAGE 1 to office**

The inspection of the facility will be conducted by Village Staff before and after the event. Staff will post a sign for shelter reservation listing your name and date/time.

If the inspection after the event shows damage or need for additional pick-up or cleaning, the replacement cost of damage to the facility and/or equipment, or the cost of time for Village Staff to clean facility and/or equipment will be charged to the leasee.

The misuse of any Village facility or failure to comply with these regulations will be sufficient reason for denial of future reservations

Agreement

The applicant agrees that during the use of the Village of Sheffield facility on the date reserved the group or individual as the case may be, agrees to fully reimburse the Village of Sheffield for any damage above the \$50 damage deposit, arising from the use of said facility, plus costs and/or attorney's fees, if any incurred in collection of the same. It is your responsibility to inform all members of your group of the

Village of Sheffield's Facility Rules and Regulations. Failure to abide by these regulations could result in immediate loss of privileges or forfeiture of privileges for future use. IF you see something that concerns you prior to your rental please take a picture of questionable prior damage and send it to the office email sheffofcmgr@gmail.com **Applicant's Initials:** _____

FOR RENTERS REFERENCE: Rental Date: _____

Village of Sheffield Facility Rental General Rules & Regulations

Set-up begins at the reservation start time specified on the Facility Use Application unless otherwise approved by Village Office.

COMMUNITY CENTER

Tables: 10 - 7' Rec 1 - 5' Rec 2- 5' round 2 - card ***** **Chairs:** 77

Set-up & Take Down

The renter is responsible for set-up including moving portable furnishings and setting up tables and chairs as well as take down and clean up. All furnishings must be cleaned and returned to their original locations and equipment properly stored. Use caution so that floors and walls are not damaged.

The Village will not be liable for any personal injuries or damage to personal property. Please see the agreement section of this Facility Use Request Form.

All items brought into the facility by the renter must be removed by the end of the rental. Renters must remove all food, materials, non-village equipment, decorations and garbage.

Refer to the "Facility Inspection Checklist" for a list of tasks you are required to complete at the conclusion of your event. It is your responsibility to properly dispose of trash and leave the facility clean and intact. Cleaning supplies are located in the janitorial closet and the dumpster is located in the fenced in area.

Decorations

You may bring freestanding decorations into the facility and are responsible for removing them at the conclusion of your event. Please be advised of the following:

Allowed: Painters tape **ONLY**, ribbon and string.

Not Allowed: Adhesive table skirts, confetti, glitter, staples, nails, tape; including but not limited to: duct, masking, packing, scotch or any other tape except painters. Nothing is to be attached to the walls.

All tape must be removed when taking down decorations. Hanging decorations from light fixtures is prohibited. **Push pins may not be used.**

Animals of any kind are not allowed (**EXCEPTION:** service animals). Requests to allow service animals in the facility must be approved by the Village. Requests must be submitted in writing a minimum of 30 days prior to the event .

Cleaning

- Please leave all rooms in the condition you found them.
- All tables and chairs must be wiped clean from smears, particulates and spills.
- Floors must be swept and mopped.
- Any trash (including cigarette butts) in front of entrance and restrooms must be cleaned up and thrown into the dumpster (fenced area west end of building) and the trash receptacles are to be relined (we supply bags). Refer to the "Facility Inspection Checklist"

Sheffield Community Center

Inspection List for Clean up

After using the Community Center, we ask that the following items be completed so as to leave it clean and ready for use for the next event.

NOTE: The thermostat is programmed and may need to be adjusted during your event. It can be bumped up or down or on if relevant to your desired temp. It will automatically return to its program-DO NOT press HOLD.

- ☐ **Put tables back in the position that they were originally in. See the posted photos for reference.**
- ☐ Sweep and wet mop areas. Cleaning supplies are in the Janitorial Closets.
- ☐ If using anything of the Community Centers (dishes, pots, pans, silverware, etc) please clean them and put them back where they were found.
- ☐ Wipe off tables used and all counters.
- ☐ Make sure the oven is turned off and has been cleaned out.
- ☐ Clean the coffee pot and UNPLUG – remember to remove the coffee grounds.
- ☐ Clean sinks-**linens and paper towels not provided - Please plan accordingly.**
- ☐ Leave bathrooms clean, replace empty paper rolls.
- ☐ Empty trash bags and reline with new bag (we supply)
- ☐ **Take all garbage to the dumpster outside – fenced area on west end.**
- ☐ Remove all remaining food and containers that you have brought in.
- ☐ Turn off all lights and fans.
- ☐ Lock outside glass door from the inside, drop key in the bottom wall file in the hallway by the kitchen and then walk out that door (it will lock behind you).

SHELTER HOUSE

The shelter specified on the application is the only shelter available for you to use for the time frame requested. Other parties may be using the shelter immediately before or after you. Please be considerate of others' rental time.

All items brought into the shelter are to be removed by the end of the rental period, including: food, materials, equipment, furnishings and decorations. All garbage should be placed in trash receptacles or removed and taken with you when leaving .

Tables from one shelter may not be relocated to another shelter or elsewhere in the park. If tables within the shelter are moved, they must be placed back in their original position.

Reservations are for the shelter area only. The playground, splash pad, tennis, basketball and volleyball courts are open to all citizens. Parking spaces at the park are open to the public.

Minors are required to have adequate adult supervision at all times.

BBQS are allowed to be brought into the shelter. BBQ coals must be taken with you when leaving – DO NOT PUT BBQ COALS IN GARBAGE.

When attaching decorations to shelters, please use masking tape or other non-marking hanging materials. DO NOT use tacks, glue, staples or any other marring material that can permanently damage village facilities.

The Village of Sheffield does not assume responsibility for personal property left unattended in the Village's facilities.