



*Village of the Porches  
Greenup, Illinois*

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APRIL 28, 2010

**RESERVATION REQUIREMENTS FOR USE OF THE GREENUP MUNICIPAL BUILDING  
AUDITORIUM.**

1. THE AUDITORIUM MUST BE RESERVED IN PERSON TO COMPLETE A RESERVATION FORM.
2. RESERVATION FEE OF \$40.00 PER DAY MUST BE PAID AT THE TIME OF RESERVING THE DATE. CANCELLATIONS ARE NON-REFUNDABLE.
3. A \$40.00 CLEAN-UP DEPOSIT IS REQUIRED, AND WILL BE REFUNDED IF BUILDING IS CLEANED TO SPECIFICATIONS. (MUST COME IN TO COLLECT DEPOSIT).
4. A COPY OF CERTIFICATE OF LIABILITY INSURANCE COVERAGE IS REQUIRED TO RESERVE A DATE.
5. REQUIREMENTS 1,2,3 MUST ALL BE COMPLETED TO GUARANTEE RESERVATION.
6. RESERVATION FEE DOES NOT INCLUDE SET-UP, CLEAN-UP, ICE, COFFEE POTS, TELEPHONE USE OR KITCHEN USE (UNLESS RESERVED).
7. A LIST OF REQUIRED CLEANING REQUIREMENTS WILL BE PROVIDED, AND IS POSTED IN AUDITORIUM.
8. LEAVE THE BUILDING AS FOUND, PLEASE.
9. ONLY ADHESIVE MATERIALS SUCH AS SCOTCH TAPE/MASKING TAPE TO BE USED **ONLY** ON CONCRETE FLOORS OR BLOCK WALLS. ANY RESULTING DAMAGES OR EXTRA CLEANING MAY RESULT IN RENTOR BEING FINANCIALLY RESPONSIBLE FOR COST.
10. NO BOOKINGS FOR NEXT CALENDAR YEAR UNTIL OCTOBER 01.
11. ABSOLUTELY NO ALCOHOLIC BEVERAGES ALLOWED, NO SMOKING ALLOWED (PER ILLINOIS STATE STATUTE).
12. WHEN THE HEAT OR AIR CONDITIONING IS ON, ALL WINDOWS AND OUTSIDE DOORS MUST BE KEPT CLOSED.
13. ONLY AUTHORIZED PERSONNEL IS PERMITTED IN THE AMBULANCE & FIRE DEPARTMENTS. (PER IL STATE HEALTH DEPT.).
14. VIOLATION OF ANY OF THESE REQUIREMENTS MAY LEAD TO DENYING YOU THE USE OF THE BUILDING IN THE FUTURE.

**GREENUP MUNICIPAL BUILDING  
RESERVATION FORM**

TODAY'S DATE \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

CONTACT TELEPHONE # \_\_\_\_\_

DATE/DATE'S TO BE RESERVED \_\_\_\_\_

TIME BUILDING TO BE OPENED \_\_\_\_\_

TIME BUILDING TO BE CLOSED \_\_\_\_\_

SOUND SYSTEM? \_\_\_\_\_ YES OR NO \_\_\_\_\_

KITCHEN USE? \_\_\_\_\_ YES OR NO \_\_\_\_\_

**FEE FOR RESERVATION IS \$40.00 PER DAY**

PAID? \_\_\_\_\_ YES OR NO \_\_\_\_\_

PROOF OF LIABILITY INS. COVERAGE? \_\_\_\_\_ YES OR NO \_\_\_\_\_