

MONTGOMERY POLICE DEPARTMENT

COMMUNITY MEETING ROOM RESERVATION REQUEST

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____ Day phone: _____ E-mail: _____

ADDRESS: _____ MONTGOMERY, IL (Zip) _____

TYPE OF ORGANIZATION: ☐ Government ☐ Not for Profit

PURPOSE OF ACTIVITY: _____

Date requested: _____ Time period: _____ to _____ Estimated attendance: _____

COMMUNITY ROOM RULES

1. The room is for use by local non-profit organizations and governmental bodies. There is no charge for facility use. The maximum capacity of the room is 112 persons.
2. **Use of the room is limited to once a month per organization.**
3. Reservations are scheduled one month at a time.
4. Meetings may not start before 8:00 a.m. and must adjourn by 10:00 p.m.
5. Smoking is prohibited. No alcoholic beverages and no animals allowed.
6. Food and beverages are not allowed. **The room is to be left in a clean condition after use.** Failure to leave the facility in proper order could result in denial of future requests to use the facility.
7. Nails, tacks, tape, etc. are not to be used on the walls or marker boards. Any costs to repair damage will be the responsibility of the individual reserving the room.
8. Meeting participants are to remain in the Community Room or the public lobby area.
9. The Police Department will not provide audio-visual equipment (*i.e. tv, vcr, dvd*).
10. The Police Department must be notified one day in advance of any cancellation at 630/897-8707 ext. 9053. ***The Police Department reserves the right to cancel the use of the room.**
11. The Village of Montgomery is not liable for loss of personal property or for personal injuries sustained by guests.

Signature of person requesting room Date

Return completed form to:

MONTGOMERY POLICE DEPARTMENT
Ada Rippinger
10 Civic Center Avenue
Montgomery, IL 60538
Telephone 630-897-8707 ext. 9053/Fax 630-897-6320