

## **HEBRON TOWNSHIP BUILDING USAGE POLICY**

- The Building is available for use by the following Township-based Groups: Community, Non-profit, Educational, and Agricultural. Political Campaigning or Fundraisers are not allowed.
- Responsible person must be a Hebron Township Resident.
- There is no charge for Building Usage. However; Donations to the Hebron Township Food Pantry, toilet paper or cleaning supplies are welcome.
- A Building Usage Application must be filled out. They are available at the Township office. Please call 815.648.2994 to request one.
- Requests must be submitted at least one week hours prior to the desired event date. Please call 815.648.2994 in case of event cancellation.
- Event must end by 9:00 p.m.
- Groups are required to return building to its original condition. Clean up is required.
- Responsible Person must make arrangements to pick up building key from the Township Supervisor and return the key the day after the event. If using the building on a monthly basis, Responsible Person may keep building key in their possession until no longer using the building.
- Hebron Township reserves the right to alter dates and/or times due to conflict with Township events/meetings or due to other unforeseen circumstances.
- Approval for Building usage is at the discretion of the Township Supervisor and/or Township Board.
- Everyone must follow the Township Building Rules and Regulations.

**HEBRON TOWNSHIP BUILDING USAGE**  
**RULES & REGULATIONS**

1. Smoking is not permitted outside within 25 feet of any building entrance, nor is smoking permitted anywhere inside the building itself.
2. Firearms, concealed or otherwise, are strictly prohibited in the building.
3. No Food or Alcohol Allowed. Users may bring in non-alcoholic beverages but agree to clean up after spills. Light snacks permitted with prior approval from Township Supervisor.
4. No devices using an open flame such as candles.
5. Do not nail, pin, tape, or hang anything to walls, doors, or any other fixture in the building.
6. Please turn off all lights and lock front entrance door when exiting the building.
7. Please do not drag tables/chairs across floor.
8. Should a power failure or a fire alarm sound, the building is to be evacuated immediately.
9. In the event of a snowfall of the date of your event, the township will do everything they can to make sure the entrance way and parking lot are clear of snow. However; the township roads are top priority.
10. If there is property damage or additional cleaning is needed, costs will be billed to User.

Hebron Township  
10206 Seaman Road  
Hebron, IL 60034  
Phone: 815.648.2994  
Fax: 815.648.2995

**BUILDING USAGE APPLICATION**

Application Date: \_\_\_\_\_

Organization/Group Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Day of the Week: \_\_\_\_\_ Week of the Month: \_\_\_\_\_

This is A (circle one):    One Time Event    Weekly Meeting    Monthly Meeting

**If more than a one-time event, please submit a list of actual calendar dates that you want.**

# of Attendees: \_\_\_\_\_

I have read the Policy & Rules and Regulations for Usage of the Hebron Township Building and agree to follow them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Request Approved By: _____	Key #: _____
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