

ROBERT W. DEPKE



# WARREN TOWNSHIP CENTER

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**Suzanne D. Simpson**  
*Supervisor*

**George A. Iler**  
*Clerk*

**Amy L. Sarver**  
*Highway Commissioner*

**Charlie Mullin**  
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**Donna L. Radke**  
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*Trustee*

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*Trustee*

**Mike Semmerling**  
*Trustee*

## APPLICATION FOR USE OF WARREN TOWNSHIP SHELTERS

Date of Application \_\_\_\_\_

Date of Use \_\_\_\_\_

Shelter  A  B  C

Time of Use Start: \_\_\_\_\_ End: \_\_\_\_\_

Use is limited to 9:00 a.m. to 8:30 p.m., Sunday through Saturday. Security locks the Township Gates at 9:00 p.m.  
Shelters are open for rentals between May 1<sup>st</sup> and September 30<sup>th</sup>

Purpose of Use \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

Name of Individual \_\_\_\_\_  
Must be a Township Resident

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Name of Organization \_\_\_\_\_ Must be a Township Resident Not-for-profit?  
 Yes  
 No

Street Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

### Rental Fees:

Size	Shelter	Capacity	Included Tables	Water	Electric	Cost	Max Tables	Extra Table Cost
Large	B	50	9	No	Yes	\$120.00	12	\$10.00
Medium	C	45	5	No	Yes	\$80.00	7	\$10.00
Small	A*	30	3	No	Yes	\$60.00	5	\$10.00

\*Shelter A is a brown bag shelter = no open fires/grills.

Shelter Cost \_\_\_\_\_ + Extra Table Cost \_\_\_\_\_ = Total Fee \_\_\_\_\_

**Users of this application are subject to the following terms and conditions:**

1. A deposit with Warren Township in the sum of **\$200.00** as a security deposit to ensure the return of the shelter in the same condition as when it was made available and that the Township does not incur any additional costs by the user. Warren Township may require a larger deposit based upon past use or the nature of the activity.
2. The Organization/Individual shall be fully responsible for any damage to the space assigned to them by the Township and agrees to be liable for all costs of cleanup, repairs, or replacements which are required to restore the space to the same condition as of the time it was turned over to them. The security deposit shall be forfeited for these expenses. However, the organization/individual is still responsible for costs in excess of the security deposit.
3. The Organization/Individual agrees to indemnify and hold Warren Township harmless against all claims or demands of any nature whatsoever arising out of or related to the use of the space, and agrees to reimburse Warren Township for all costs and expenses, including reasonable attorney's fees incurred by Warren Township in enforcing this Agreement.
4. The shelter/space is limited to not-for-profit use.
5. The following representations and warranties are connected with this agreement and its use of the space:
  - a. The shelter/space is available only for use by the Warren Township Community.
  - b. No alcoholic beverages are to be dispensed or consumed by individuals using the premises.
  - c. The Organization/Individual is solely responsible to clean the shelter/space after their use. If the area is left in a dirty or unsightly condition, a custodial fee will be charged, and continued use will be conditional.
  - d. The Organization agrees to furnish a responsible person to sign the application and take responsibility for the space.
  - e. Warren Township is a Smoke Free Campus. Smoking is prohibited on the property.
  - f. Attaching or affixing materials to any part of the Shelter is strictly prohibited, unless approved in advance, in writing.
  - g. Tents, air toys, or any other similar items that an organization/individual wishes to bring onto the property is by permit only, and must list Warren Township as an additional insured on a Certificate Insurance and provide a copy to the township.
  - h. Fund Raising is by permit only.
6. The Township reserves the right to cancel and/or modify this agreement, as may be required.
7. As the Town Board deems necessary, the Organization/Individual must provide Warren Township with a Certificate of Insurance naming the Township as an additional insured. Failure to provide such Certificate of Insurance will prohibit the Organization/Individual from the use of Warren Township facilities. Insurance coverage is required in not less than the following amounts:
  - a. Bodily injury in amount not less than one million dollars (\$1,000,000.00) per person and one million dollars (\$1,000,000.00) per occurrence.
  - b. Property damage in amount not less than one million dollars (\$1,000,000.00).
8. Two checks, one for the security deposit and one for the rental fee, are required. The security deposit check will be destroyed following the end of the usage should everything be left in an acceptable condition.
9. The approved application represents a conditional use permit. Additional permits may be required. Furthermore, any and all rules and requirements as set forth in the Warren Township Ordinances apply.

10. If the Organization/Individual anticipates large quantities of trash being generated by their event, they must notify the Township in the application. Failure to notify, or leaving large quantities of trash in or around the shelters or on the grounds will result in the forfeiture of the security deposit as part of the cleanup fee.
11. Refunds: Cancellations must be made at least thirty (30) days before the event.
12. Groups exceeding capacity will forfeit their security deposit.
13. PETS ARE NOT ALLOWED ON TOWNSHIP PROPERTY.
14. Failure to adhere to the terms and conditions on this application and all rules and regulations of Warren Township may result in the forfeiture of all, or a portion, of the security deposit. (A copy of the Township General Use Ordinance can be found at [www.warrentownship.net](http://www.warrentownship.net))
15. You MUST follow CDC, State of Illinois and Lake County Health Department guidelines for mask usage and social distancing during the entirety of your event in our shelters. During Phase 4 of the Restore Illinois plan our large shelter will be limited to a capacity of 50 people.  
 (CDC guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>)  
 (State of Illinois guidelines: <https://coronavirus.illinois.gov/s/restore-illinois-phase-4>)  
 (Lake County Health Department guidance and resources: <https://www.lakecountyil.gov/4412/Community-Guidance-and-Resources>)

You must follow CDC, State of Illinois and Lake County guidelines for mask usage and social distancing.  Yes  No \_\_\_\_\_  
 Initial

Do you plan on using tents, air toys or similar items?  Yes  No \_\_\_\_\_  
 Initial

You MUST be out by 8:30 p.m.  Yes  No \_\_\_\_\_  
 Initial

Individual \_\_\_\_\_ Date \_\_\_\_\_  
 Signature

**FOR OFFICE USE ONLY:**

**Security Deposit**

Yes  No Amount: \_\_\_\_\_ Date: \_\_\_\_\_

**Use Fee**

Yes  No Amount: \_\_\_\_\_ Date: \_\_\_\_\_

**Approval:**

Accepted  Denied

**By:** \_\_\_\_\_