

MILLER COMMUNITY CENTER

RESERVATION FORM

Habitat for Humanity of LaSalle, Bureau & Putnam Counties (Habitat-LBPC)

1011 Shooting Park Road, Peru, IL 61354 – 815-434-2041 – office

(located in our Habitat ReStore-Peru facility)

The **MILLER COMMUNITY CENTER** (MCC) is an approximately 1,400 sq. ft. meeting room that is located in our Habitat ReStore and is open for use to the community.

This Application form must be provided to **Habitat-LBPC** to guarantee your room reservation – any reservation without this application is subject to cancellation without notice.

APPLICANT INFORMATION

Individual(s)/Organization renting facility:

School/Hospital

For profit event/business/private party

Non-profit/org/church/service club

Other

CONTACT INFORMATION

Primary contact person	
Mailing address	
City/State/Zip	
Phone number(s)	
e-mail address	
If the primary contact person will not be attending the event, please list a secondary contact:	
Secondary contact name	
Secondary contact number	

EVENT INFORMATION

Event description		Estimated attendance	
Event date		Event time	
Setup time		Completion time	

PLEASE NOTE: It is the responsibility of the applicant to ensure that any equipment or furniture used in the **MILLER COMMUNITY CENTER** is properly setup, in operation and returned to its original position. Please set up a time prior to and after your event for the proper setup/taking down of equipment, tables, and chairs for our event. The kitchen is additionally open for use during your event – there is a coffee maker, refrigerator, sinks – although, there is currently no stove.

FEES: There are NO fees involved in the use of the **MILLER COMMUNITY CENTER**. Although, we request adherence to the MCC rules as listed. For corporate use, any donation or consideration for the Habitat mission is graciously appreciated.

COMMUNITY CENTER USE RULES:

Event/use setup: Please provide MCC as to the need for tables, chairs and equipment for the setup of your event. We will assist with your needs as much as possible. You are responsible for ensuring the proper set up and return to the room's original design.

Kitchen: For your use – there is a kitchen area that contains sinks, refrigerator and coffee maker. This area is available for your use. All excess food and beverages from an event must be removed from the kitchen following the event and all furnishings and fixtures shall be cleaned and wiped down after use. Any items needed for serving must be supplied by the user.

Entrance & Doors: Only the front entrance is to be used (all emergency exits are properly marked). All doors are required to be closed in the normal course of use of the building to meet fire codes. Doors will not be allowed to be “propped” open and left unattended. All emergency exit doors must be kept clear of obstructions in case of emergency. If the event is after-hours – you are required to lock the main entrance while leaving the key in the lock during the course of your event.

Keys: Users of the community center on days/times closed to our ReStore will be provided with one (1) key. Keys can be picked up at the ReStore immediately prior to the event and keys must be returned immediately after the event. Any lost keys will result in charges for all the re-keying of the locks.

Smoking: The Miller Community Center and the Habitat ReStore-Peru is a smoke-free facility.

Damages: Any damages to the facility or loss of equipment or stock must be reported, repaired or replaced within 48 hours of an activity. A complete inspection of the facility will be undertaken the day after an event, or as soon as possible thereafter.

Assignment: The applicant is not to transfer or assign their reserved space.

Liability: The group, individual, or organization using the community center shall agree to compensate Habitat-LBPC for any damages to facility, equipment or other property owned by the Habitat affiliate; to compensate any employee for damages to personal property by any person(s) attending the event; and further assumes all liability for any personal injuries, including death, caused by participants in the scheduled event.

Acknowledgements: By the following signature, I acknowledge that Habitat for Humanity of LaSalle, Bureau & Putnam Counties has provided me with a copy of the rules for the use of the Miller Community Center. Furthermore, I have read these rules and agree to abide by them and inform others using the community center of the rules and ensure their compliance with these rules.

Responsible person (pls print) _____

Signature required –
Responsible person

_____ Date: _____

Habitat-LBPC representative _____

Signature required –
Habitat-LBPC representative

_____ Date: _____