



Supervisor's Office  
**Lucy A. Prouty**

**Town Hall:** 1155 East Route 22 · Lake Zurich, IL. 60047  
**Phone:** 847-438-7823      **Fax:** 847-438-9269  
**E-mail:** info@elatownship.org

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Serving the people since 1850

Ela Township Hall Board Room / Ela Township Community Center  
Building Policy Rules & Regulations

1. The organization must have at least one member who is a Township resident.
2. Availability of the room is included on guidelines
3. Requests for use of the room can be made through the Ela Township Supervisor's office by the completion of the Application form. This form must be on file prior to use of the room and must contain the names of two responsible parties and their contact phone numbers.
4. Permission for use of the room will be granted by the Ela Township Supervisor's office, depending upon availability.
5. Fees: See attached schedule
6. The Township reserves the right to cancel any meeting if it determined the room is needed for Township purposes.
7. No alcohol or smoking is allowed in or near any Township facility.
8. Refreshments are not allowed except with the prior written authorization of the Supervisor.
9. Because of fire regulations and safety of the occupants, the maximum capacity for the Ela Board room is 100 and for the Ela Township Community Center room are 100.
10. The parties agree that the cleaning of the Ela facility in use shall be the sole responsibility of the organization that used the premises;

Specifically:

- a. Tables shall be wiped clean.
- b. Floors must be swept and mopped if soiled
- c. Carpets must be vacuumed if needed
- d. Garbage must be removed. It may be disposed of in the dumpster.
- e. All diapers must be removed to dumpster.
- f. No confetti, tape, tacks, etc. on the walls, ceiling, or floors.

In accordance with these terms, the applicant will reimburse Ela Township for any costs, fees, expenses, court costs and/or attorney fees which may be incurred by said Ela Township arising out of the organization's use of the Ela Township Board Room or Community Center.

The Township is not responsible for loss of or damage to personal property or the personal injury to persons attending an event in Ela Township facilities.

The Township reserves the right to make such other and further reasonable rules and regulations as their judgment may, from time to time be necessary for the regular care and protection of the building and premises, and for the preservation and good order therein.

A designated Township employee will be on site at all times. (Expense is included in the cost)

Business Hours: Monday to Thursday 8:00 AM to 5:00 PM

Friday 8:00 AM to 1:00 PM

Security System: Please note if the alarm system is activated by any group resulting in a police or fire response the fee charged by police or fire will be charged in addition to room fees.



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Application for Use of Ela Township Board Room / Community Center

Date \_\_\_\_\_

Location Requested \_\_\_\_\_ Ela Town Hall, 1155 E. Route 22, Lake Zurich

\_\_\_\_\_ Ela Community Center, 380 Surryse Lake Zurich

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Contact Person #1 \_\_\_\_\_

Phone \_\_\_\_\_

Contact Person #2 \_\_\_\_\_

Phone \_\_\_\_\_

Event \_\_\_\_\_

Date Requested \_\_\_\_\_

Time AM/PM - From \_\_\_\_\_ to \_\_\_\_\_

Estimated number of attendants \_\_\_\_\_

Purpose of Meeting \_\_\_\_\_ Refreshments: Yes \_\_\_\_\_ No \_\_\_\_\_

Explain \_\_\_\_\_ Fee of \$ \_\_\_\_\_ Due with reservation

Please acknowledge receipt of Fees, Rules & Regulations by initials here \_\_\_\_\_



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**ELA TOWNSHIP FACILITY USE PROPOSAL**

	Use During Normal Office Hours		Use During Non-Business Hours	
	<u>Not-For-Profits</u> <sup>(1)</sup>	<u>All Other</u>	<u>Not-For-Profits</u> <sup>(1)</sup>	<u>All Other</u>
<b>ROOM COST</b>	<ul style="list-style-type: none"> <li>No Cost</li> </ul>	<ul style="list-style-type: none"> <li>NOT AVAILABLE.</li> </ul>	<ul style="list-style-type: none"> <li>\$75 per hour.</li> <li>3 hour min.</li> </ul>	<ul style="list-style-type: none"> <li>\$150 p/hour</li> <li>3 hour min.</li> </ul>
<b>ADDITIONAL COSTS</b>	<ul style="list-style-type: none"> <li>\$25 additional cost if serving food/drink.</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>
<b>DEPOSIT</b>	<ul style="list-style-type: none"> <li>None Required</li> </ul>	<ul style="list-style-type: none"> <li>n/a.</li> </ul>	<ul style="list-style-type: none"> <li>None Required</li> </ul>	<ul style="list-style-type: none"> <li>\$150 – refunded after inspection.</li> </ul>
<b>APPLICATION</b>	<ul style="list-style-type: none"> <li>Must complete Ela Township Application Form.</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>Must complete Ela Township Application Form.</li> </ul>	<ul style="list-style-type: none"> <li>Must complete Ela Township Application Form.</li> </ul>
<b>APPROVAL</b>	<ul style="list-style-type: none"> <li>Approval by Ela Township Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>n/a</li> </ul>	<ul style="list-style-type: none"> <li>Approval by Ela Township Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>Approval by Ela Township Supervisor</li> </ul>
<b>SET-UP</b>	<ul style="list-style-type: none"> <li>Room set-up is the group's responsibility. A limited number of tables and chairs are available.</li> </ul>			
<b>CLEAN-UP</b>	<ul style="list-style-type: none"> <li>Room must be returned to the same condition as found, including location of tables and chairs.</li> </ul>			
<b>AUDIO/VISUAL</b>	<ul style="list-style-type: none"> <li>Use of audio/visual equipment is at the sole discretion of the Ela Township Supervisor.</li> </ul>			
<b>STAFF</b>	<ul style="list-style-type: none"> <li>A designated Township employee will be on site at all times (expense is included in the cost).</li> </ul>			
<b>OTHER</b>	<ul style="list-style-type: none"> <li>All groups must adhere to the Rules and Regulations.</li> <li>The responsible party for each group must sign an Ela Township Waiver form.</li> </ul>			

(1) Includes community organization