



CITY OF NAUVOO ILLINOIS  
COMMUNITY ROOM  
RENTAL APPLICATION

SUBMIT APPLICATION TO:  
Nauvoo City Hall ATTN: Community Room Rental  
1445 Mulholland Street, Nauvoo IL 62354  
E-mail: nauvoocityclerk@mchsi.com

**INSTRUCTIONS:** Applicants are advised to complete and submit this form for review at least 14 days prior to the date of the event. Requests are fulfilled on a first-come, first-served basis. After completing a rental application via e-mail submission, applicants can expect to receive a response regarding applications within two business days. Once approved, a confirmation will be sent via e-mail within two business days. Full payment of security deposit is due at the time of booking with rental fees **due one week previous to rental dates**. In the office applicants can complete a rental application and receive a rental confirmation in one transaction. Rentals are not accepted on holidays (New Year's Eve & Day, Easter Sunday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day & Friday after, Christmas Eve & Christmas Day). Proof of residency (Drivers License) is required in order to receive "resident rates" for rentals.

APPLICANT INFORMATION		
RENTER'S NAME		ORGANIZATION NAME (if applicable)
STREET ADDRESS		
CITY	STATE	ZIP
E-MAIL		
CELL PHONE	OTHER PHONE	
DRIVERS LICENSE		

EVENT DATES & TIMES		COMMUNITY CENTER ADDRESS: 1445 MULHOLLAND STREET, NAUVOO IL 62354	
EVENT DATE		LENGTH OF RENTAL	
<b>OCCUPANCY LIMITS: Meetings = 292 people/Banquet = 130 people</b>			
<b>AFTERNOON RENTAL 12:00PM – 4:00PM</b>		<b>EVENING RENTAL 6:00PM – 10:00 PM</b>	
<input type="checkbox"/> R* \$150/NR \$300 Refundable Deposit \$100 R/NR		<input type="checkbox"/> R* \$150/NR \$300 Refundable Deposit \$150 R/NR	
*In order to qualify for the resident rate (R), the applicant needs to reside within the corporate boundaries of Nauvoo and present a current Drivers License. Extra charge for renting foyer also (\$50)		If the resident is using the facility for something other than personal use, the non-resident rates must be paid. <b>Deposits will be refunded upon satisfactory inspection of the area.</b>	
<b>ALL DAY ROOM RENTAL (opening no earlier than 8am – closing no later than 11pm)</b>			
R*200/NR \$450 (additional \$50 for use of foyer along with room) Refundable Deposit R*100/NR\$200			

**THERE IS NO TOBACCO, OR VAPING IN THIS FACILITY**

1. The City Reserves the right to refuse any rental. The City also reserves the right to terminate this application at **ANY** time if noncompliance is discovered. The City of Nauvoo reserves the right to cancel a rental at any time-(A full refund will be issued in such case).
2. The Applicant must pay the deposit fee(s) before the City will reserve the facility listed for the requested date. The rental fee must be paid in full by the time the Applicant picks up the key (**KEY MUST BE PICKED UP BY 4:30PM ON THE LAST DAY OF THE WORK WEEK IF THE RENTAL DATE IS DURING THE UPCOMING WEEKEND**). The Applicant may cancel their reservation of the facility up to three (3) weeks in advance without forfeiting any fees. If the Applicant cancels their reservation to use the facility less than two weeks before the date the facility has been reserved the Applicant shall forfeit 50% of their deposit as liquidated damages for preventing the facility from being scheduled by others.
3. If a maintenance issue should arise during an Applicant's reserved time, the Applicant shall alert City Hall immediately. During business hours (Monday-Friday 8am-5pm) walk next door to City Hall. If maintenance issues should arise AFTER 5:00PM or on a weekend, the Applicant will call Carol McGhghy (217) 617-5182, or Ana LeVesque (217) 219-0277 **IMMEDIATELY**. An Applicant **SHALL NOT** attempt to make **ANY** repairs or adjustments to any City facility at any time (**THIS INCLUDES ENVIRONMENTAL CONTROLS SUCH AS THE THERMOSTATS**)
4. The City of Nauvoo shall **NOT** bear any liability for the loss, theft, or damage to any property belonging to the Applicant or guests before, during, or after the event. The Applicant hereby assumes responsibility for any damage, loss, theft, or cost incurred inside and outside the facility listed above, and any other item(s) of City property during the time they have rented the facility. Damages or loss in excess of the deposit will be billed to the Applicant at the end of the event.
5. In consideration of the surrounding neighborhood, all music shall be contained to the interior of the Community Center and should not be heard from outside the building with the doors and windows closed, or more than 100 feet from the building at any time. Decorations are permissible but **NO** tape, tacks, nails, pushpins, glues, adhesive clays, or heavy-duty tape may be used on any painted surfaces. Any supplies brought in by the Applicant must depart at the conclusion of the rental time. Do **NOT** block **ANY** EXITS IN **ANY** MANNER AT **ANY** TIME.
6. The Applicant will defend, indemnify, and hold the City harmless for any claims by third parties for personal injury, property damage or otherwise.
7. Applicant must be 21 years of age. **ONE ADULT FOR EVERY 15 MINORS IS REQUIRED**. Children must remain in the rented room and may not roam unsupervised in other areas of the facility.
8. If the fire alarm is activated, the building must be evacuated **IMMEDIATELY** until it has been deemed safe by the Nauvoo Fire Department. Applicant will be assessed \$500 for any fire alarm that is falsely activated by a guest of the rental, and the security deposit will be withheld should any attendee not cooperate with the evacuation.
9. **ALL TABLES MUST BE COVERED**. This includes all serving and seating tables.
10. We furnish a minimal amount of cooking pans, and a couple cooking utensils – anything else (including trash bags) will be your responsibility.
11. Alcohol will be allowed with the stipulation that the renter sign and pay for a Special Event Policy which the City will provide.

## **CHECKLIST FOR CARE/CLEANING OF THE COMMUNITY ROOM AFTER A RENTAL/EVENT**

1. Take down all decorations you put up.
2. Wipe down tables and chairs.
3. If you took out any extra tables and/or chairs please put them back in the storage room
4. BATHROOMS:
  - a. Flush toilets
  - b. Pick up any toilet paper or paper towels from floor or counter tops.
  - c. Wipe up liquid soap spills from sinks, counters, and floors.
  - d. Ensure floors are clean.
  - e. Remove all trash from bathrooms.
5. KITCHEN:
  - a. Remove all food dishes you have brought in.
  - b. Make sure all items in refrigerator that were brought in are removed.
  - c. Clean any utensils used and owned by the City of Nauvoo.
  - d. Clean out sinks.
  - e. Wipe off all counters and stove and any spills inside the refrigerator.
  - f. Make sure Stove/Oven is OFF and Refrigerator/Freezer doors are CLOSED.
  - g. Wipe out microwave.
  - h. Ensure floors are clean.
  - i. Remove all trash from Kitchen and Bathrooms.
6. Sweep and mop all floors.
7. Remove all trash and place in dumpsters outside of building designated for TRASH (not recycling) MAKE SURE TO CLOSE LIDS!
8. Make sure all doors are locked and key is placed in the drop box or returned to City Hall.
9. In the event of a spill, stain, or any other untreatable event please let alert the City Offices so we can arrange for proper cleaning and/or repairing.

These are the requirements for cleaning the Community Center in order for the Applicant's deposit to be returned. If all tasks are complete and there is no further damage to the facility, the Applicant's deposit should be returned, in full within 15 business days of your event. If you come across tasks that were not done prior to your rental, please list these tasks and any other complaints in the COMMENTS area below and take pictures of the tasks/problems you encountered during your rental and email them to [nauvoocityclerk@mchsi.com](mailto:nauvoocityclerk@mchsi.com) . If you have not received your deposit back within 15 business days after rental, please contact the City of Nauvoo at City Hall (217) 453-2587.

COMMENTS:

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Thank you,  
City of Nauvoo, Illinois

Signature of Applicant \_\_\_\_\_