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# Roscoe Township Facility Rental and Usage Policy

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Board Approved  
February 8th, 2023

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## INTRODUCTION

This policy contains general information and guidelines as set forth by Roscoe Township (Township) for use of the Facility. It is not intended to be comprehensive, all-inclusive, or to address all of the possible applications of, or exceptions to the general policies and procedures described. Rather, this policy has been prepared as a general reference guide. The Township reserves the right to unilaterally revise, supplement or discontinue any of the policies, guidelines, or procedures described in this policy.

When available, the Township permits individuals, groups, and organizations to use its facilities for functions, meetings and events in order to facilitate public participation and to advance the interests of the Township through increased public support. Events hosted at Township facilities must be educationally based, public service-oriented, or may be private functions approved by the Township and within the guidelines stipulated in this policy. Facilities may be rented by any company or individual for fund-raising or promotional purposes through a Special Use Permit, as referenced in the Rental Application and Agreement, and will require Township Supervisor approval.

## DISCLAIMER

*The Township makes no representations whatsoever that any of its facilities and shelters are appropriate and/or compatible with any contemplated activity. Applicants and permit holders are solely responsible for determining if any facility or shelter is safe and appropriate for any intended use. Permit holders are expected to inspect any facility prior and subsequent to each use to identify any unsafe condition and shall promptly advise the Township in writing of any perceived unsafe or dangerous condition.*

*The Township reserves the right to refuse Facility rental due to concerns for the safety of the Facility, and/or due to the nature of the event to be held at the Facility. Events must not compete with, or detract from, the Township's ongoing public activities. Renters shall be required to execute a hold harmless agreement as part of the Rental Agreement.*

*Renters should be aware of the nature of the spaces they are using, and activities should be appropriate for such a setting. Township facilities are limited and their use conditional, at the exclusive discretion of the Township.*

*NOTE: Renters should be aware of the nature of the spaces they are using, and activities should be appropriate for such a setting. Township facilities are limited and their use conditional. There are 49 paved parking spaces, including 2 handicapped spaces, until further expansions, There are another 6 additional spots available on the western line of the parking lot. Three at the NW and three at the SW, for a total of 55.*

## PROCESS FOR OBTAINING PERMITS

### Indoor Facilities

- are eligible for private rental up to one year prior to the requested date
- Renters are limited to three rentals of any type in any three-month period
- Rental scheduling requests may be made on-line or by phone. Scheduling is not complete until the Facility Rental Application and Agreement (*see Appendix A*) and fees are submitted within the specified time frame
- Saturday wedding rentals are only allowed the first and third Saturdays of the month

### Shelters

- are available for rental beginning February 1<sup>st</sup>
- Renters are required to complete the Facility Rental Application and Agreement (*see Appendix A*)

## CLASSIFICATION OF RENTAL USERS

Organizations that wish to use Roscoe Township facilities and shelters shall be subject to a rental fee depending on the classification of the organization. Classification is based solely and exclusively on the discretion of the Township. Fees for each classification are shown under the Facility Rental Fees portion of the Rental Application and Agreement. Scheduling priority is also dependent on classification. The five (5) classifications of agencies, organizations, or individuals are as follows:

**Class I** – agencies, organizations, and groups that are closely related to the Township. Entities in this category are exempt from facility rental fees but may be subject to Township staff fee and equipment fee for activities on Township property. This Class I may include the following:

1. Agencies, organizations, and groups directly associated with the Township, and conducting activities for Township residents (e.g., Roscoe Township Historical Society “RTHS” with approval by the Township Supervisor or their designee);
2. Agencies, organizations, and groups conducting staff development programs, joint Township cooperative ventures, in-service or other job-related training classes; and
3. Agencies, organizations, and groups whose primary purpose is to provide financial support to the Township.

**Class II** - are non-profit, service-oriented organizations and groups or Affiliate organization and groups that directly serve Township residents (minimum 70% service in Township). Entities in this category may be required to pay a facility usage fee, Township staff fee, and equipment fee for activities on Township property. Additionally, in order to maintain a Class II status, an organization may be required to provide evidence of charter, budget, exemption status, and roster resident participation proof. This Class II may include the following:

1. Youth organizations
2. Affiliate organizations  
Affiliate Status would also require adherence to the following:
  - Have over 20 Township residents involved in their programs.
  - Have its own volunteer board with a set of bylaws adopted to guide the board in policy-making decisions.
  - Be registered as an Illinois not-for-profit corporation, and provide a copy of your Annual Report to the Secretary of State and any required Annual Reports to the Internal Revenue Service, Illinois Department of Revenue, Illinois Attorney General; (*Note: Federal law requires most tax-exempt nonprofit organizations to allow public inspection of their recent federal annual information returns (e.g. IRS Form 990 and Form 990 Schedule A) and their application for tax-exempt status (e.g. IRS Form 1023 or 1024)*)
  - Provide a summary of their annual budget showing all anticipated revenue, expenditures, and

schedule of fees.

- Have established by-laws acceptable to the Township.
- Agree and understand that all fees, charges, general revenue, refunds, and expenditures shall be handled by the group, with bank accounts in the group's own name.
- Comply with the Abused and Neglected Child Reporting Act as required by the statute.
- All activities sponsored by the group shall not be discriminatory.

**Note:** *Each organization's affiliate status will be reviewed on an annual basis by the Township. The number of affiliate organizations may be limited based upon available Township resources.*

**Class III** – non-profit and taxing or governmental agencies that directly serve Township residents. Entities in this category will be required to pay a facility usage fee, district staff fee, and equipment fee for activities on Roscoe Township property. This Class III may include, but is not limited to, the following:

1. Churches and religious groups
2. Municipalities (Roscoe Village, Rockton Village, Rockton Township and South Beloit)
3. Hononegah Community High School District 207, Kinnikinnick School District 131, Rockton School District 140, Prairie Hill School District 133, South Beloit Community Unit School District 300, Rock Valley College
4. Harlem-Roscoe Fire Protection District
5. North Suburban Library District

**Note:** *If the activities of the above groups do not directly serve Township residents, Class IV rental rates apply.*

**Class IV** – are Roscoe Township resident businesses, organizations, or individuals whose primary address is within the boundaries of the Township, or who own property within the Township. Entities and individuals in this category may be required to pay a deposit, (where applicable), a facility usage fee, district staff fee, and equipment fee for usage of any Township property. This Class IV may include the following:

1. Resident Individuals/Businesses
2. Home Owner Associations
3. Non-affiliate youth and adult organizations and teams (e.g., community sports teams or programs who have a participation/roster of 70% residency)
4. Political Individuals / Organizations based within boundaries (e.g., area legislators and elected officials)
5. Class IV entities not qualifying under Class III.

**Note:** *If the any of the above is running a rental as commercial or profit (e.g., profitable tournaments, fundraisers, or activities in which a profit is derived) Class V rental rates apply.*

**Class V** - are non-resident businesses, organizations, or individuals whose address outside the boundaries of the Township. Entities and individuals in this category will be required to pay a deposit, facility usage fee, district staff fee, and equipment fee for usage of any Township property. This Class V may include the following:

1. Non-Resident Individuals/Businesses/Organizations
2. Churches and religious groups other than those that fall under Category III

## RENTAL RULES AND PROCEDURES

Reservations - Reservations must be made at least 10 business days in advance and up to one year prior to the requested date. Renters are limited to three rentals of any type in any three-month period. Rental scheduling requests may be made on-line or by phone. Scheduling is not complete until the Facility Rental Application and Agreement (see Appendix A) and fees are submitted within the specified time frame. Required payments are due at the time of reservation. Applicants must be 18 or older. The applicant is required to provide a photo ID and to sign the application. At the time of application, and before any final decision may be made by the Township staff, each organization or individual must provide a completed application and use agreement including full information concerning the type and purpose of the event being planned, as well as time, number of guests, name of caterer (if applicable), name of individual or organization's representative responsible for payment of fees and damages.

Confirmation of the reservation for the use of Township facilities and shelters may be assumed only after receipt by the Township staff of a signed copy of the appropriate Use Agreement and all applicable fees. The agreement will be sent to the renter stating the date and nature of the event as well as the rental fee. When properly signed and returned to Township staff along with the appropriate rental fees, and subsequently signed by Township staff, the Agreement shall serve as a binding agreement between the applicant and the Township. A copy of the signed agreement will be sent to the renter along with a copy of the receipt for payment. The receipt will act as the permit for use and must be with the renter during the rental on site. Use is restricted as stated in the appropriate agreement, established time limits must be strictly adhered to, and any change must be approved **in advance and in writing** by the Township staff.

Any agreements requiring additional fees such as special use request, large groups (100 plus), or business rentals must also be approved by the Activities Director or Township Supervisor. The Township will charge fees to recover costs to operate, maintain and administer the use of facilities.

**Food and Beverage** - Renters must provide their own prepackaged food and beverages or they may utilize professional catering. Renters are responsible for their own catering, linens, dishes, and catering supplies. Any equipment or decorations brought on site must be delivered and picked up within the reserved time.

**Food Prep Area Use** – Food Prep Area use is allowed in the Roscoe Township Community Center (RTCC) per the facility usage agreements. (may require an additional fee)

1. Renter is responsible for the condition of the food prep area and for the caterer in charge of renter's event. Linens/Towels/Cloths/Dishes/Utensils are the responsibility of the renter.
2. Food Prep Area must be returned to the same condition in which it was found at rental
3. Renter shall be responsible for clean-up cost if done by the Township.
4. RTCC Activities Director must sign off on Food Prep Area before the deposit can be refunded.

**Alcohol Usage** - Alcohol is permitted in Township facilities and shelters only when a permit has been issued by the Village of Roscoe Liquor Commissioner and approved by the Township Supervisor. All renters must:

1. Submit proof of event insurance and secure appropriate licensing per local government ordinances and the State of Illinois when applicable. The Township has the ability to work with the renter to secure additional insurance if such coverage is not currently possessed.
2. Alcohol will not be allowed in the RTCC while other programs and events are being conducted.
3. Alcohol will not be allowed outside of the permitted use area, designated rental area, or in any Roscoe Township parking lot.
4. Additional security may be required by the Township and is the responsibility of the renter and may be secured by the Township and charged back to the renter at a rate of direct cost plus 25%.

*The Township reserves the right to deny any alcohol usage at its sole discretion.*

## **CANCELLATIONS, PERMIT CHANGES, RESCHEDULES, NEW REQUESTS**

All cancellations set forth by the renter must be in writing and will be subject to a cancellation fee. If the cancellation request is not received at least 10 business days prior to the event NO REFUND will be issued.

**Weddings require a minimum 60-day cancellation.**

Any permit changes, reschedules or new requests for use of Township facilities or shelters must be submitted in writing by the designated Renter a minimum of ten (10) business days prior to the requested use date. Scheduling requests received less than five (5) business days prior to the requested use date will be processed as resources allow. Scheduling of facilities and shelters are based on availability.

A rental may be canceled at any time by the Township to ensure the safety of all guests. Examples include, but not limited to power outage, maintenance issues or other unsafe conditions. In the event of a cancellation, you may request an additional make-up date or receive a full refund. Every attempt will be made to reschedule, however due to other scheduling commitments, space availability cannot be guaranteed. Only one (1) rescheduling of a rental is permitted and Renter must contact the district within five (5) days of the original rental date. A rental that cannot be rescheduled will be canceled.

## **GENERAL INDEMNIFICATION**

The renter agrees that it will pay for all damages to any property of the Township resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the organization, or any of its invitees. The renter also agrees that it will hold harmless and indemnify the Township from and against any and all liability which may be imposed upon it for any injury to persons or property caused by the renter or any other person in connection with the renter's use of the facility named in this agreement.

Businesses and Organizations agree and understand that neither the group nor its officials, officers, members, employees or volunteers (collectively "Group") are entitled to any benefits or protections afforded employees or volunteers of the Township and are not bound by any obligations as employees of the Township. Groups will not be covered under provisions of the unemployment compensation insurance of the Township or the workers' compensation insurance of the Township and that any injury or property damage arising out of any Group activity will be the group's sole responsibility and not the Township's. Also, the Renter and its Invitees are not protected as employees or as a person acting as an agent or employee under the provisions of the general liability insurance of the Township and therefore, the Renter will be solely responsible for its own actions, and those of its Invitees.

The Activities Director will interpret the language of the Roscoe Township Facility Rental and Usage Policy as established by the Township. An appeal of the Activities Director's decision may be made to the Township Supervisor and must be submitted in writing with justification within ten (10) business days from the decision. The Township Supervisor will make a final decision within five (5) business days of the submitted appeal. Any other further action would need to be submitted to the Roscoe Township Board by the next eligible Board meeting.

Roscoe Township Facility Rental Application and Agreement





# Appendix A - Rental Application and Agreement

Requests accepted at the Roscoe Township Office 5792 Elevator Rd, Roscoe, IL 61073

- Facility requests must be made at least 10 days prior to, and up to one year, from the date requested.
- The Township shall have at least three business days after receiving request to review the application.
- Rental begins and ends at the designated time stated on the receipt.

## Applicant Information

Name (Individual/Contact Person)

Date of Birth

Address

City State Zip Code

Phone Number

Email Address

Alternate Contact

Alternate Contact Phone Number

**\*ALL contacts listed must be present during the rental.**

## Event Information

Organization

Event Date

Event Start & End Time

Estimated Attendance

Purpose / Description of Event

Requesting Special Usage (Alcohol, DJ, or any third-party vendor)  Yes  No

## Facility Information

- Facilities must be reserved for a minimum of 2 hours.
- Applicable fees must be paid at the time the facility reservation is made. In addition, a refundable security deposit may be required.
- Additional fees may be assessed which can result in loss of security deposit. Reasons include, but are not limited to: clean-up, garbage, time overages, or staffing.
- Cancellations: Wedding cancellations less than 60 days prior to event will result in forfeiture of all fees

### Roscoe Township Shelters

### Roscoe Township Community Center 4562 Hononegah Rd, Roscoe, IL

Kelly Myers Park (size x 24ft x 45ft)

Multi-purpose Room  
(Capacity: Dining 117 / Lecture 183)

space reserved for future use

Date Received: \_\_\_\_\_ Time Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_  
 Reservation #: \_\_\_\_\_ Date Processed: \_\_\_\_\_ Initials: \_\_\_\_\_ Special Use Request:  COI Received:   
 Security Deposit Returned on: \_\_\_\_\_ Security Deposit Held  Reason: \_\_\_\_\_

## Roscoe Township Community Center Rental Types

- Community Meeting – no use of food prep area, no alcohol, minimum 2-hour rental, maximum 4 hours
- Social Events – such as parties, showers, reunions, dinners - use of food prep area, alcohol allowed with appropriate Liquor License according to the Village of Roscoe ordinance, additional alcohol fee, minimum 3-hour rental, maximum 5 hours (beyond 5 hours, wedding fees apply)
- Weddings – use of food prep area, alcohol allowed with additional fee and dram shop insurance, use of facility from 9am to midnight Friday and Saturday, 11pm on Sunday, Saturday rentals on the first and third Saturday of the month only.

## Facility Rental Fees

Indoor Facilities	Monday – Thursday		Friday – Sunday	
	Township Resident	Non-Resident	Township Resident	Non-Resident
<b>Roscoe Township Community Center</b>				
Community Meeting (2 hr. min)	\$15/hr.	\$35/hr.	\$20/hr.	\$50/hr.
Social Event (3 hr. min)	\$45/hr.	\$105/hr.	\$60/hr.	\$150/hr.
• Alcohol Fee	\$100	\$100	\$100	\$100
• Refundable Deposit (if applicable)	\$300	\$300	\$300	\$300

Indoor Facilities	Friday or Sunday		Saturday	
	Township Resident	Non-Resident	Township Resident	Non-Resident
<b>Roscoe Township Community Center</b>				
Weddings (all day)	\$1200	\$1600	\$2000	\$2700
• Alcohol Fee	\$200	\$200	\$200	\$200
• Refundable Deposit	\$1000	\$1000	\$1000	\$1000

Shelters	Township Resident	Non-Resident
<b>Kelley Myers Park Pavilion</b>	\$15/hr.	\$35/hr.
<i>space reserved for future use</i>		
Alcohol Fee	\$100	\$100

**We accept CASH, CHECK or CREDIT CARD a 3% surcharge will be added when using a credit card.**

### Special Use Requests

Special Use Requests must be approved by the Township Supervisor and may be required by the Village of Roscoe or Winnebago County. These may include, but are not limited to, DJ's, alcohol, and any third-party vendors.

### Insurance Requirements for Special Use Requests

Roscoe Township may require the renter to provide a Certificate of Insurance verifying \$1,000,000 (**One Million Dollars**) minimum general liability insurance and \$2,000,000 (**Two Million Dollars**) aggregate insurance. Roscoe Township must be named on the Certificate of Insurance as an additional insured. The Certificate of Insurance must include the name of the event as well as the date, time, and location of event. This must be turned into the Township no later than 2 weeks prior to the event. If alcoholic beverages are being served or consumed, police supervision may be required to be provided by the local police at the expense of the renter.

## Facility Rental Guidelines

Applicants are required to abide by the specific rules of the application as well as other Township and local ordinances. Failure to comply may result in the cancellation of the application, loss of rental fees and/or security deposit; cancellation of any current or future permits; and/or law enforcement officials may be called. The Facility Use Rules and Regulations include, but are not limited to:

- The renter must be able to provide a copy of the receipt during the rental and present to any Township representative upon request.
- The renter is responsible for the behavior of their invitees and enforcing the rules and regulations regarding the conduct of the group while using Township facilities. Including, but not limited to:
  1. Township staff MUST be respected and obeyed at all times.
  2. Any activities deemed inappropriate as indicated by the Township staff are prohibited.
  3. The Township cannot be held responsible for lost, stolen or damaged property.
  4. The building and all equipment must be used and treated appropriately.
  5. The rental must take place as described on the application, including the type of activity and the number of guest/participants.
  6. One chaperon over the age of 21 years must be present for every ten minors.
  7. Rental space is limited to the space specified in the rental agreement or permit.
  8. All decorations must be approved by the Activities Director or Township Supervisor. No tape or tacks on the walls or other surfaces, **except on the designated tack line**. Architectural putty may be used. Confetti and/or glitter are not allowed.
  9. No substance is allowed that may cause a slick floor: i.e., bubble machine residues.
  10. Alcohol is only allowed by special permit and/or with an appropriate Liquor License issued by the Village of Roscoe, and all qualifying conditions must be met. Alcohol will not be permitted while other programs are going on in the facility.
  11. Illegal substances are strictly prohibited.
  12. 430 ILCS 66/65 Firearm Concealed Carry Act: A licensee under this Act shall not knowingly carry a firearm on or into: (5) Any building or portion of a building under the control of a unit of local government.
  13. Tobacco use is prohibited inside recreational facilities. State law prohibits smoking anywhere in the building or within 15 feet of any entrance.
  14. All garbage must be picked up and placed in the dumpster after each use.
  15. Tables and chairs must be returned in the same condition as when rental began.
  16. Tables and chairs must be wiped and stacked in the same order as when rental began.
- Facility use may begin at the reserved time. The rental ends at the designated time stated on the receipt. If reservation exceeds the allotted time on the receipt it may result in forfeit of security deposit, fees will be adjusted accordingly.
- Reservations are not transferable. All users will ensure that no unauthorized third party is granted permission to use the facility without Township approval.
- Parking is allowed in designated areas only. Vehicles are not allowed on Township property, other than parking lots, without written permission noted on the permit issued by the Township. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. Renter shall be responsible for any damage to Township property caused by the failure of User or Group to comply with this provision.
- Selling food or other items is not allowed without Township approval and is subject to all Village, County and State guidelines.
- Amplified sound is not allowed in any facility without Township approval. All local ordinances are also applicable.
- Renters shall inspect the facility prior to and subsequent to each use to identify any dangerous or unsafe condition and to determine whether the facility is safe and appropriate for any planned activity.
- Renters shall promptly advise the Township of any perceived dangerous or unsafe condition.
- The use of the Township, logo, or likeness without written permission of Roscoe Township is prohibited.
- All ordinances of the municipality and county in which the facility is located are applicable.
- Appropriate applications are to be completed for rentals of Township space and may include additional rules and regulations.
- All fees and deposits are due at the time of the reservation.

## **CANCELLATION POLICY**

Cancellations requested 10 or more business days prior to the event will receive a refund of fees paid less a \$25 cancellation fee. Cancellations requested less than 10 (ten) business days prior to the event will receive a refund of fees paid less the deposit up to a maximum of \$100. In the event that Roscoe Township cancels your reservation, you may reserve another date/time, if available or receive a full refund.

Weddings require a minimum 60-day cancellation notice. Cancellations requested less than sixty (60) business days will result in forfeiture of ALL fees paid.

Provided  
132 Chairs  
15 60" Round Tables  
4 8' Rectangular Tables

**WAIVER AND HOLD HARMLESS AGREEMENT**

I certify that all of the information I provided on this form is true and correct. I understand that Roscoe Township may verify this information and that misrepresentation may result in the denial of reservation or additional fees.

I understand that Roscoe Township will not be responsible for any property left unattended in the facility, and that I am responsible for reporting incidents of vandalism or illegal activity in the facility by notifying facility staff.

In addition, I declare that the information contained in this application is true and correct to the best of my knowledge. I hereby attest that I am at least 18 years of age and authorized to bind the event, sponsor, and/or its employees, agents or volunteers associated or to be associated with the activity for which approval is being sought to the terms of this agreement. I agree to reimburse Roscoe Township for any and all loss incurred by it in repairing or replacing damage to Roscoe Township property proximately caused by the applicant, its officers, employees, agents, monitors, or any other persons attending or forming the special event of rental who were or should have been under my control. I further agree to defend without costs, indemnify, and hold harmless Roscoe Township, its officers, agents, and employees from any liability to any persons, damages, losses, or injuries arising out of, or alleged to arise out of, the event which was proximately caused by the actions of the applicant, its officers, employees, agenda, including monitors or persons attending or joining in the event who were responsible or should have been under the control of the application.

I have read and understand all regulations/requirements/agreements and special use regulations/requirements pertaining to my reservation. I do hereby agree to abide by all federal, state, local and Roscoe Township laws, ordinances, rules and regulations and agree to meet all requirement for documentation, certification, licensing, financial responsibility and all other aspects of staging a special event on Roscoe Township properties. I understand that lack of meeting all requirements may result in denial or cancellation of the proposed event. In the event that information provided on this form changes or your event is cancelled, please inform Roscoe Township in writing at least 10 (ten) days prior to the event to reschedule, (60) days for weddings.

\_\_\_\_\_  
**Print Applicant Name**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

**Rental Fees Due**

	<b>Amount</b>	<b>Notes</b>
<b>Facility Fee</b>	\$	
<b>Security Deposit</b>	\$	
<b>Alcohol Fee</b>	\$	
<b>Additional Fees</b>	\$	

<b>TOTAL Fees Due:</b>	<b>\$</b>	
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**Payment Made By:**

**CASH**

**CHECK**

**CREDIT CARD**

## **FACILITY RENTAL FAQS**

### **When can I reserve a room?**

Room requests can be made up to 12 months and at least 10 business days in advance.

### **How early can I come in to start setting up?**

At your rental start time. If you need additional time to set-up or clean-up, please add that into your rental time.

### **How do I reserve a facility?**

Rental scheduling requests may be made on-line or by phone. Scheduling is not complete until the Facility Rental Application and Agreement (see *Appendix A*) and fees are submitted within the specified time frame. Room requests can be dropped off at the Roscoe Township Office at 5792 Elevator Road, Roscoe, IL 61073. Requests must be made at least 2 weeks in advance. Roscoe Township shall have at least three business days after receiving request to review the application.

### **When will I get my deposit returned?**

Deposits will be processed the week following the event unless damages have been incurred during the rental time. Renters will be notified of the nature and amount of the damages. Deposits paid will be returned by check unless it was paid with a credit/debit card and should be received 3-4 weeks after the event.

### **What is the cancellations policy?**

Cancellations requested 10 (ten) or more business days prior to the event will receive a refund of fees paid less a \$25 cancellation fee. Cancellations requested less than 10 (ten) business days prior to the event will receive a refund of fees paid less the deposit up to a maximum of \$100. In the event Roscoe Township cancels your reservation, you may reserve another date/time, if available or receive a full refund. Cancellations for weddings require a minimum sixty (60) day notice. Cancellation of a wedding requested less than sixty (60) day will result in a forfeiture of ALL fees paid.

### **Are there are restrictions with decorations?**

All decorations must be approved by the Activities Director or Township Supervisor. No tape or tacks on the walls or other surfaces, except on the designated tack line around the main room. Architectural putty may be used. Confetti and/or glitter are not allowed.

### **Is alcohol allowed during our rental?**

If you are interested in having alcohol at your event you must contact the Activities Director. Alcohol is only allowed by special permit and all qualifying conditions must be met.

### **How do I make changes to my reservation?**

Changes to the reservation must be submitted in writing to Roscoe Township at [Events@roscoetownship.org](mailto:Events@roscoetownship.org) or [mainoffice@roscoetownship.org](mailto:mainoffice@roscoetownship.org) by the person who signed the contract at least 10 (ten) business days prior to the event. Additional fee(s) may apply.

## **EMERGENCY CONTACTS**

Bob Nowicki Supervisor	815-299-6550
Dawn Cassady	815-979-9805
Mary Ryan	815-988-5354