



Winnebago Community Historical Society

Winnebago Community Historical Society Town Hall Rental Procedure and Usage Policy

Town Hall Reservation Procedure:

Use of the Town Hall for any private function (e.g., Birthday parties, anniversary celebrations, graduations, reunions, memorials, receptions, etc.) shall be on a reservation basis. Current rental fees are identified on the Reservation form that accompanies this packet.

All reservations must be made through WCHS Board Member Denise Speracino (815-222-9994) or designee and approved by the WCHS Board. It is recommended that the reservation form and fees are submitted as far in advance as possible to secure the reservation. Any reservation cancellations made less than 72 hours prior to the event are subject to a 50% cancellation fee. Reservations and fees will be on a first come first serve basis.

A WCHS Board member will contact and schedule a “walk through meeting” with the renter prior to the event. The Board member will identify the following during the walkthrough:

- Answer any questions the renter may have
- Location of shutoffs for lights
- Thermostat control
- Location of refrigerator and other kitchen appliances
- Bathroom and cleaning supplies
- Post event securing of the building
- Location of dumpster
- Emergency contact information
- Rules and Regulations of building use
- Provide the post event checklist to be completed and left by the renter

A WCHS Board member will conduct a walkthrough as soon as possible after the event to confirm the building is sufficiently cleaned and in good repair. The renter will be contacted with any issues. If there are no identified problems, the deposit fee will be returned.

If you should encounter any issues prior to or during the rental time frame, please contact the WCHS Board Member who is your event liaison for assistance.

No charge Community usage:

The WCHS Town Hall building is available for reservation at no charge for Winnebago Community Organizations, Clubs and Government Boards and Committees pre-approved by the WCHS Executive Board.

When the Town Hall is utilized as a free resource by one of these entities, the Reservation Form must be filled out and submitted to guarantee availability. All rules and regulations identified in this policy will apply.

Preserving the past | Informing the present | Inspiring the future

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a registered 501 (c) (3) not-for-profit organization

Town Hall Usage Policy:

The renter of the facility must be at least 21 years of age at the time of the function and must be present at the event during the identified rental period.

The person or organization renting the Town Hall shall be responsible for the actions of their guests and any damage to the facility by the attendees.

Any unruly or illegal behavior may result in immediate cancellation of the event and forfeiture of rental fee and security deposit.

If alcohol is served at the event, all applicable local and state laws shall apply, and the renter shall be solely responsible for any fees or costs associated with compliance under these laws and ordinances.

According to the Win-Bur-Sew Fire Code, the maximum number of people allowed in the facility is variable depending on the set up, with a maximum of 100.

Currently the following areas are designated as off limits to guests:

- The area identified as the stage
- The second-floor mezzanine
- The basement

The Town Hall is designated as a Non-Smoking Facility. No smoking of any type is allowed in the building or the outdoor garden area located on the north side of the building. Smoking will be allowed in outside designated areas. Use proper waste receptacles to dispose of smoking material.

In addition, no open flame candles are to be utilized in the facility. Commercial open flame food warmers are allowed for the purpose of keeping food warm.

No indoor or outdoor grilling on the premises is allowed

Possession or use of illegal drugs and or drug paraphernalia is strictly prohibited at the event.

Firearms and other weapons are prohibited in the facility and on the grounds (this includes those who are legally approved for concealed carry). Exception to this is Police officers or Police agencies utilizing the facility.

No roller skates, roller blades, skateboards or bicycles are permitted in the building, sidewalk in front of the building or the garden walkway.

Events that will have music played during the event must comply with any and all state laws and local ordinances pertaining to volume and time of day. Please be respectful of our neighborhood.

No animals are allowed in the building with the exception of Service Dogs as defined by the Americans with Disabilities Act.

If available, the facility may be opened up prior to the event for the purpose of decorating, bringing in food and refreshments and general overall preparation and setup of the facility.

Do not nail, staple, or glue decorations to the walls, floors, doors, windows, or ceiling of the Town Hall.

During the winter months, the WCHS will make sure that the sidewalks and walkways will be cleared of ice and snow prior to your event beginning. The WCHS will also make sure the heat or air conditioning is on and set prior to the event.

Post event cleanup and securing of the building and grounds checklist:

The WCHS will provide all supplies needed for cleanup, including brooms, dust pans vacuum, wet mop and bucket, floor cleaner, sink and toilet cleaner, trash bags, garbage cans, surface cleaner, dish soap, paper towels and dish towels. You will be shown where these items are stored during the initial building walkthrough, and it will be your responsibility to make sure that all of the following are completed:

All full or partially full trash bags are to be removed from the building and placed in the provided dumpster.

The facility is to be vacuumed and left in broom clean condition at the conclusion of the event.

Countertops and kitchen sink shall be cleaned prior to leaving the building at the end of the event.

All leftover food shall be removed from the facility (do not leave food in the refrigerator).

Microwave shall be cleaned at the conclusion of the event.

Tile floors shall be damp mopped after sweeping and vacuuming.

Bathroom sinks and toilets shall be cleaned prior to leaving the building at the end of the event.

All decorations including table coverings used for the event shall be taken down and disposed of or taken home by the rightful owners at the conclusion of the event.

All utensils and equipment used for preparation and serving of food and refreshments shall be taken by the rightful owners at the conclusion of the event. Those items belonging to the WCHS are to be cleaned and placed back where they were found.

The outside grounds will be checked for any trash or cigarette residue left in garden area, back side of the building and front sidewalk. Also check the grass area located on the south side of the building (this is not WCHS property) please be good to our neighbors.

All tables and chairs that are WCHS property shall be placed back where they were found prior to the setup of your event.

In the winter months set the thermostat to 60 degrees before leaving the building.

In the summer months turn the AC off.

Make sure all lights and fans are turned off.

Make sure all exterior doors and windows are closed and locked.

If you were given a key to the building leave it on the table in the front entryway.

Call or text message the WCHS Board member who is your liaison and let that person know you are leaving and securing the building.

8/2021