

VILLAGE OF FOREST VIEW - RENTAL REQUEST
FOR USE OF THE ART TRECKLER ROOM
RENTAL MUST BE APPROVED BY THE BOARD

APPLICANT INFORMATION:

Name: _____
Address: _____ Telephone Number: _____
Email: _____

EVENT INFORMATION:

Date Required: _____ Number Attending: _____
Type of Activity: _____ Hours: From _____ to _____
Will food be provided? _____ If yes, by whom: _____

AGREEMENT:

1. There is a four (4) hour maximum usage per event, including set up time. The Art Treckler Room will not be available for holiday use. **Maximum occupancy is 185.**
2. The Board of Trustees has approved the following charges to offset Village expenses incurred in the use of the Art Treckler Room:

\$100.00	Weekday use (5:30 pm – 9:30 pm) <i>Certain exceptions may apply</i>
\$200.00	Saturday use
\$200.00	Sunday use

The above payment must be made prior to the application being processed.
3. Applicant agrees to leave a **deposit of \$150.00** to be refunded after inspection. The above deposit must be made prior to the application being processed.
4. No alcoholic beverages shall be consumed, sold, delivered, or given away on or within the Art Treckler Room or the property on which it is situated. No such beverages shall be carried or brought into the Municipal Building.
5. Applicant agrees to indemnify and hold harmless the Village against any claims, loss action, or judgement against the Village, its officers or employees, arising out of the use and enjoyment of the Art Treckler Room, or any part thereof.
6. Applicant agrees to reimburse the Village for any damage to Village property occurring as a result of use of the Art Treckler Room, and at the discretion of the Board of Trustees to hire a Forest View Police Officer to maintain order. **Items in drawers, cabinets and refrigerator are the property of the Village of Forest View and shall not be used, consumed or tampered with.**
7. Applicant must be a resident of Forest View with the intent of renting these facilities for their personal use. Said applicant must be present at all times during the event, and must register both at the beginning and close of the event with the custodian on duty. Any club, group or service organization wishing to use the facility must be based in Forest View.

For security purposes, the Village has cameras in the Art Treckler Room.

APPLICANT SIGNATURE

Revised 10-15-25