



LEO HASSETT COMMUNITY CENTER POLICIES AND PROCEDURES

The Leo Hassett Community Center is available for use by Village of Manteno residents for a variety of acceptable functions as determined by the Manteno Village Board. Individuals or groups shall become familiar with the policies below before completing an application requesting use of the facility.

Use of the facility is on a first come first serve basis. The date of the event will be reserved once all fees are received. Proof of residency is required by applicant.

Pick-up/Return of Key Fob:

The key fob will allow entry and exit into the Community Center. The key fob may be picked up at the Village Hall no sooner than one week prior to the scheduled event between the hours of 8:00 a.m. – 4:30 p.m., Monday through Friday. The return of the key fob after the event must be completed on the next business day after the scheduled event.

Cleaning of Community Center:

The applicant must abide by the cleaning requirements for use of the facility. A check list with cleaning requirements will be given to the applicant at time of issuance of the key fob. It is the responsibility of the applicant to see that all items are completed on the check list. This includes returning the tables and chairs back to their required positions. The facility will be checked to see that all items are completed before the cash deposit is returned.

RESTRICTIONS:

- The use of Silly String, confetti, glitter or similar is strictly **prohibited**.
- Candles **must** be in enclosed containers.
- **The use of alcohol and tobacco products is strictly prohibited.**

Thank you for using the Leo Hassett Community Center and thank you for helping keep the center in good condition so all citizens of Manteno may enjoy the building.