



**Leo Hassett Community Center  
211 North Main Street  
Manteno, IL 60950**

**RESIDENT RENTAL APPLICATION**

APPLICANT NAME: \_\_\_\_\_

ORGANIZATION NAME (IF APPLICABLE): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CELL #: \_\_\_\_\_ HOME # \_\_\_\_\_ BUSINESS #: \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ TIME OF EVENT: \_\_\_\_\_

TIMES: YOU MAY GO IN AS EARLY AS YOU LIKE **ON THE DAY OF YOUR EVENT** BUT MUST BE **DONE BY 3:00PM ON FRIDAY & 6:00PM ON SATURDAY & SUNDAY.**

The applicant agrees to indemnify and hold harmless the Village of Manteno for any accidents or injuries occurring in connection with the rental of the Leo Hassett Community Center. In the event of cancellation, a \$20.00 administrative fee will be retained. Cancellations made within 48 hours or less of the event shall require forfeiture of all monies paid.

**\*In case of emergency during an event please contact 815-933-3324**

**\*VILLAGE OF MANTENO RESIDENTS \$100.00** rental charge and **\$100.00 cash** refundable deposit. Residents must successfully complete the final clean-up checklist before the cash deposit is returned. The use of our TV's, projector, or any other electronics located at the Community Center is prohibited. If touched or used in any way, your deposit will be retained. No bounce houses. No pets allowed. **Residents are only allowed to rent on Friday, Saturday or Sunday.**

**ALL CHECKS/MONEY ORDERS ARE TO BE MADE PAYABLE TO THE VILLAGE OF MANTENO.**

**THE APPLICANT MUST PICK UP FACILITY KEY AT THE VILLAGE OF MANTENO 98 EAST THIRD STREET DURING BUSINESS HOURS 8:00 A.M. – 4:30 P.M. MONDAY – FRIDAY.**

**I have read the rules and regulations listed above and all fees are paid (if applicable).**

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

VILLAGE EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*Office Use Only*

\_\_\_\_Proof of Residency \_\_\_\_\$100 Maintenance Fee \_\_\_\_\$100 Cash Deposit