

# Riverside Township

27 Riverside Road – Riverside, IL 60546

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Vera A. Wilt, Supervisor

## Room Request – Standard Use Application

Today's Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Day of the Week: \_\_\_\_\_ Time - From: \_\_\_\_\_ To: \_\_\_\_\_

This Is A (circle one):      One Time Event      Weekly Meeting      Monthly Meeting

Reason For Request: \_\_\_\_\_

Room Setup Request (please use backside of this sheet for any necessary diagrams): \_\_\_\_\_

# of Expected People: \_\_\_\_\_ Room (circle):    3    4    22    Auditorium    Kitchen    30

Name of person responsible for locking the front doors (per rule 13): \_\_\_\_\_

Phone/Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

*I have read the Township Building Use Policies, Procedures, Rules & Regulations and agree to them.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Standard Use Application Approved By: \_\_\_\_\_

Date: \_\_\_\_\_