



***Vernon Hills Park District
Laschen Community Center
Facility Rental Request Form***

Today's Date _____

Room Requested _____

RENTER INFORMATION

Name _____

Organization (if applicable) _____

Address _____

City _____ Zip _____

Home Phone _____ Alternate Phone _____

Email Address _____

Please initial one of the following:

_____ **I am personally hosting and responsible for this rental and will be present during the entire rental period.**

_____ **I am making this reservation for an organization or company function and will be present during the entire rental. If a company or organization, please attach letter on letterhead signed by authorized official.**

EVENT INFORMATION

Date Requested _____ Number of Guests _____

Event Purpose _____

Set-Up Time _____ - _____ Event Time _____ - _____

Clean-Up Time _____ - _____

Do you intend to serve food? Yes No

Will your event have any outside entertainment? Yes No

If yes, what type? _____

(Any set-up/clean-up time your entertainment needs MUST be included in your set-up/clean-up time.)

Please list additional equipment (podium, microphone, easels) requested. _____
