

Issuance of Permit

The Village Administrator, or designee, shall review the permit application and shall approve and issue the permit if the following is determined: A) The proposed activity or use of the Depot or the Depot Park will not unreasonably interfere with or detract from the general public's enjoyment of the Depot Park; B) The proposed activity and use will not unreasonably interfere with or detract from the promotion of public health, welfare, and safety; C) The proposed activity and use is not reasonably anticipated to cause violations, crime or disorderly conduct; D) The proposed activity will not entail unusual, extraordinary, or burdensome expense or police operation by the Village; E) The facilities desired have not been reserved for other use at the day and hour requested on the application; F) The conditions of the Depot or Depot Park are deemed safe or suitable for the event; and G) The use of the Depot or Depot Park shall be restricted to the promotion of economic development through events hosted by organizations and non-profits which are open to the public, and shall not be used for political purposes or by private groups for private purposes.

Rules and Regulations

- 1) The applicant shall inspect the facility prior to the event and contact appropriate Village staff to identify any dangerous or unsafe conditions, or damaged Village property prior to commencement of the event.
- 2) Depot and Depot Park use begins and ends at the times approved, including set-up and clean-up. Groups are not allowed on the site prior to the approved start time, and are required to exit and have the area cleaned up at the approved end time in the application.
- 3) Selling food or other items is not allowed without Village approval. Beverages in glass containers are prohibited.
- 4) Village-owned fence to be assembled and disassembled at the Depot Park only by Village Public Works staff only or their designee.
- 5) No other fencing is permitted at this location unless approved by the Village Administrator, or designee, or the Village Board of Trustees.
- 6) The arrangement of Village-owned picnic tables and chairs at the Depot is the responsibility of the applicant to move the day of the rental, and then to place back in their original locations at the conclusion of the rental.
- 7) Sale or possession of alcoholic beverages is not allowed except by separate written Village approval and license.
- 8) Firearms and smoking are prohibited.
- 9) No open flame, including the burning of candles and incense, is allowed in the Depot.
- 10) The Village is not responsible for lost, stolen, or damaged property.
- 11) The approved application must be presented to any Village staff upon request during the event.
- 12) Violation of Village ordinances, *Chapter 120 of the Municipal Code*, or the rules and regulations in this application, failing to properly clean up the site, causing damage to the facilities, groups that are larger than anticipated, or the events that are misleading from the application, could result in extra costs. The applicant is responsible for all aspects of the reservation and the Village is capable of billing the applicant any amount that is accumulated if damages occurred.