



Savoy Recreation Center  
 402 West Graham Drive  
 Savoy, IL 61874  
 Tel: 217.359.3550  
 Fax: 217.359.3561



Village of Savoy  
 Savoy Municipal Center  
 611 North Dunlap Avenue  
 Savoy, IL 61874  
 Tel: 217.359.5894  
 Fax: 217.359.0202

**APPLICATION FOR RESERVATION**

Name of Applicant: \_\_\_\_\_

Name of Group/Event: \_\_\_\_\_ No. in Group: \_\_\_\_\_

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

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

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Facility(ies) Requested: \_\_\_\_\_ Attention Park Facility Rentals: NO ALCOHOL ALLOWED

Gymnasium     ½ Gym     Activity Room     Game Room  
 Burwash Pavilion     Burwash Tennis Court     Burwash Volleyball  
 Jones Softball/Baseball     Jones Soccer     Jones Tennis Court  
 Prairie Fields Softball/Baseball     Prairie Fields Soccer

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Resident:  Non-Resident:  Non-Profit:  ***For the Savoy Recreation Center:***  
 Will alcohol be served (yes or no)?

Requested Utilities: \_\_\_\_\_ Electricity \_\_\_\_\_ Water

Miscellaneous Requests (equipment, extra staffing, etc.): \_\_\_\_\_

**Damage Deposit: \$100.00:** Deposits made by check will be returned. Deposits made by credit card will be credited back to the card company. **\$500 deposit for SRC events where alcohol will be served.**

**PLAYING FIELDS & TENNIS COURTS USER FEE:** Non-Resident GROUPS/LEAGUES must submit a **User Fee of \$50.00** for a single event and **\$200.00** for multiple events such as an entire season prior to receiving an approved reservation permit and date for the use of the playing fields and tennis courts. **ALL USER FEES ARE NON-REFUNDABLE.**

I have read and received a copy of the Savoy Recreation Center/Village of Savoy Reservation Policies.

I understand that the full deposit payment is due at time of rental acceptance. The remaining rental fees for any event are due in full **NO LATER** than 30 days prior to the event. I understand that the deposit will only be returned if the facility is left in acceptable condition after my event.

I understand that there is no alcohol allowed in the Village of Savoy Parks; alcohol is allowed at the Savoy Recreation Center only if provided through a licensed caterer.

I understand that any revisions made to this agreement (with the exception of adding more time) will result in a \$25 fee for reprocessing.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**For Savoy Personnel:**  
 Total Fee: \_\_\_\_\_ Permit #: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_, \_\_\_\_\_