



IDR-831 Willard Ice Building Facilities Use Request

Documentation of charitable, religious, civic, or educational status must be submitted with application (if applicable).

Step 1: Organization Information

- 1 Sponsoring organization's name: _____
 Address: _____
 Phone number: (_____) _____
 FEIN or Account ID: _____
- 2 Event contact: _____
Name Email address
- 3 Organization Type: Charitable Educational Employee Civic Other _____
- 4 Number of sales events the organization has participated in during the last twelve months: _____

Step 2: Event Information

- 5 Event Location: WIB lobby
 Healey Room
- 6 Desired date(s) of event: _____ to _____
 Second choice of date(s): _____ to _____
- 7 Times of event: _____ to _____
- 8 Event description and purpose: (If applicable, attach vendor list, including FEIN or Account ID, and certificate of insurance for each vendor.)

- 9 Please check all applicable boxes related to requirements for the event.
- Tables _____ Chairs _____ Other _____
Number requested Number requested
- Electrical outlet Parking _____
Number requested

Step 3: Sign below

My signature below is certification that I, representative for _____, have read and fully understand the policies and procedures governing private use of the Willard Ice Building (WIB). I further certify that I agree to abide by all IDOR restrictions concerning the distribution of written materials and that a true and correct copy of all materials that will be distributed at this event is attached. I understand that falsification of the information on this request form or abuse of the policies and procedures governing private use of the WIB will result in immediate termination of the event.

Applicant's signature: _____ Date: _____
IDOR signature: _____ Date: _____

Submit your completed form to Rev.BuildingUse@illinois.gov.

Approver's Use Only: Tax Exempt Organization Proof of Insurance Tax Compliant

Approved Denied Initials or signature _____

Disclosure of this information is voluntary. Failure to provide information could result in denial of private use of building.