Illinois Department of Revenue

WIB 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 Equipment required for set up:

☐ Tables _____ Number required ☐ Electrical outlet

☐ Chairs _____ Number required ☐ Other _____

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 Initials or signature _____

☐ Approved ☐ Denied

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