

**Village of Philo**  
**R. E. Franks Meeting Center**

**Free Rental Program**

The R. E. Franks Meeting Center (REFMC) regularly receives requests from individuals and organizations to utilize the meeting center free of charge. Requests may come from non-profit organizations, community groups, youth service organizations, families of the ill or deceased, etc. The number and variety of requests and requestors prohibits the REFMC from fulfilling every request or developing a standard policy for free events. However, the Village of Philo is committed to facilitating programs of benefit to its residents. Therefore, a Free Rental Program has been established to accommodate eight free events per fiscal year (May 1 to April 30).

Program details:

1. The Free Rental Program provides rental of the gymnasium and kitchen at no cost. Renters are responsible for any extra costs such as damage deposits, use of the wireless microphone, use of the portable projection screen, set-up service and take-down service.
2. Any individual, group, organization or business may apply for the program.
3. Applications are accepted 30 days to one year prior to the event date.
4. Applications are reviewed by the REFMC Rental Coordinator and the Board of Trustees' Gymnasium & Community Building committee. Requests are approved or denied within 21 days of receiving the application.
5. A maximum of eight events are approved each fiscal year on a first come, first serve basis. Each entity is limited to a maximum of two free events per fiscal year.
6. Evaluative criteria:
  - completeness of application
  - applicant's ability to pay the standard rental fee
  - event's benefit to Philo residents
  - fee(s) charged to event attendees
  - how any funds collected at the event will be used

Process:

1. Complete the standard Rental Application and the Free Rental Program Supplement.
2. Return the completed application and supplement to the Village of Philo, P.O. Box 72, Philo, IL 61864 or in person at the Village Board Office inside the R. E. Franks Meeting Center, 127 W. Washington St., Philo. Office hours are Monday through Friday from 8:00 a.m. to 11:00 a.m.
3. You will receive a response within 21 days of receipt of the application.

Questions may be directed to Janet Decker, Rental Coordinator at (217) 684-2562 or [janet@villageofphilo.com](mailto:janet@villageofphilo.com). See also <http://www.villageofphilo.com/franks.asp>.

**Village of Philo R. E. Franks Meeting Center**  
**Free Rental Program Supplement**  
(Please print or type information)

Name: \_\_\_\_\_

Company/Group/Organization: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

1. What is the purpose of this event?

2. List any fees that will be charged to or requested of attendees of this event. Explain how the funds collected for this event will be used.

3. How will this event benefit the residents of Philo?

4. What challenges does the Renter face in paying the standard rental fee?

I hereby certify that the above statements are true to the best of my knowledge.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_