

**Village of Antioch**  
**Parks & Recreation Department**  
**Indoor Facility Rental Requirements & Rules**

Alcohol consumption is not permitted without an alcohol permit. Alcohol permits will not be issued for rentals at the Parks & Recreation Building.

Smoking is not permitted in any indoor facility.

If a kitchen or kitchenette is included in your rental, all dishes, food, beverages, etc. must be removed from the kitchen at the conclusion of your rental.

Items may not be stored at the facility before or after contracted rental time.

Damage to the facility will result in the loss of the rental deposit. If you arrive at your rental and notice damage, call 847-395-2160 to report immediately.

Reservations must be made at least two weeks prior to the rental date.

Rental hours must include time necessary for setting/cleaning up.

Failure to abide by the rental agreement may result in deposit loss or shut down of the rental. Time lost will not be reimbursed.

Rental deposits are returned by check 2-3 weeks after the rental as long as all contract rules have been adhered to.

Individual rental facilities may have additional rules and regulations. Please review your rental contract or permit before signing.

For on-going rentals, such as church services, please call the Parks & Recreation administrative office at 847-395-2160.