



Community Arts Council of Kankakee County

Connecting the Arts to the Community

P.O. Box 562 • Kankakee, IL 60901

815-933-ARTS • www.communityartscouncil.org

ARTS CENTER

Application for USE OF BACK ROOM SPACE

NAME _____

HOME PHONE _____ MOBILE PHONE _____

E-MAIL _____

I WOULD LIKE TO RENT SPACE FOR _____

CLASS/WORKSHOP @ \$1.00 Donation per hour per attendee (maximum of 20 attendees) with a maximum of \$5.00 per person in attendance.* (TEACHERS ARE REQUIRED TO BE A CURRENT MEMBER OF THE COMMUNITY ARTS COUNCIL AND SUBJECT MATTER WILL BE SUBJECT TO APPROVAL BY THE ARTS CENTER COMMITTEE)

LECTURE/MEETING @ \$25.00 Donation per event (maximum of 30 attendees when using chairs only)*
*The maximum number of attendees may not be exceeded unless approved by the Arts Center Committee.)
(LECTURERS OR MEETING CHAIR PERSON ARE REQUIRED TO BE A CURRENT MEMBER OF THE COMMUNITY ARTS COUNCIL AND ALL MEETING SUBJECT MATTER WILL BE SUBJECT TO APPROVAL OF THE ARTS CENTER COMMITTEE)

FOR MEETINGS HELD BY NON-MEMBERS, THERE IS A MINIMUM DONATION OF \$50.00 plus \$5.00 per day per attendee. (Maximum of 30 attendees when using chairs only)* (ALL MEETING SUBJECT MATTER WILL BE SUBJECT TO APPROVAL BY THE ARTS CENTER COMMITTEE)

NUMBER DAYS REQUESTED _____

DATES REQUESTED _____

- The ARTS CENTER back room may be used for classes/workshops, lectures/meeting, and other art events subject to the approval of the ARTS CENTER Committee.
- Use of the ARTS CENTER back room will be scheduled on a first come, first served basis.
- A non-refundable \$25 deposit is required to reserve the back room for lecture/meetings.

Please mail your completed application and the \$25 Deposit, if required to:
Community Arts Council of Kankakee County
P. O. Box 562
Kankakee, IL 60901

YOU MAY ALSO DROP YOUR DEPOSIT AND APPLICATION OFF AT THE ARTS CENTER