

**Normal Township Community Room Rental**  
**304 E. Mulberry St, Normal, IL 61761**

**Rental Fees:**

|                                      |                          |
|--------------------------------------|--------------------------|
| Normal Township Residents:           | \$50 for every two hours |
| Residents outside of Normal Township | \$75 for every two hours |
| Cleaning and Damage Deposit Fee      | \$100 per rental         |

All Fees are paid prior to possession and require two-hour minimum.

Cleaning and Damage Deposit will be held until the room is left in the condition it was rented. If janitorial services are employed by Township, the \$100 deposit fee will be forfeited. Please see rental agreement for more details. Deposit will be returned if reservation is cancelled 48 hours prior to arrival. Contract signing and payments will take place at the Township Supervisor's Office. Staff will show renters the facility and available tables and chairs. Renter is required to complete set up and return all items used to their original location.

**Building Rules:**

Occupancy is limited to 30 people maximum.

NO smoking or alcohol will be allowed in the room or on Normal Township Property.

Food and drink may be catered or brought in. Kitchenette may be used for serving but not for cooking.

Renter will automatically forfeit the damage and cleaning deposit and may be banned from future rental for the following violations:

- Alcoholic beverages present on Township property
- Smoking on Township property
- Animals in the building (except service animals)
- Lack of constant supervision for youth groups with members under 18 years old
- Damage to property
- Disturbance of the office environment

**Meetings of Nonprofit Community Service Groups:**

The rental and deposit will be waived.

The meeting cannot exceed two hours.

All other room rental rules apply.

For information on availability, contact the Normal Township Supervisor's Office at 309-452-2060 or by email at [help@normaltownship.org](mailto:help@normaltownship.org).