



Village of Fox Lake

Service/Materials Request Form

It is a policy of the Village of Fox Lake that any requests for services and/or materials be submitted in writing using this form. Forms should be submitted to:

Village of Fox Lake Village Hall

Attn: Administration
66 Thillen Drive
Fox Lake, Illinois 60020

Requests shall be submitted no later than 15 business days prior to the request date. The Village will notify the contact individual no later than ten (10) business days prior to the request date.

Please note that the Village will make every attempt to honor requests when possible but no request is guaranteed.

The Village Administrator has final say on any and all requests made by outside organizations or citizens.

Please complete the form below

Contact Name: _____

Phone: _____ Email: _____

Organization Name: _____

Organization Address: _____

Is this request for a special event? (Check one): YES NO

Materials and/or services being requested:
(Please provide specific amounts of materials if applicable)

Date service and/or materials are needed: _____

Time service and/or materials are needed: _____

Materials must be returned within three (3) business days of rental.
(if applicable)

If your request is approved a Village employee will be in contact with the contact individual before the request is to be executed to review details.

If your request is denied, a letter will be sent via email.

Office Use Only: Received on: _____ Approved: YES NO Initials: _____

Additional info: _____