



Village of Clarendon Hills Meeting Room Reservation Policy

Purpose

This policy is intended to serve as a guide for potential users of public meeting space in the Village Hall, the Clarendon Hills Police Department or the Fire Department Training Rooms. Public meeting space is primarily intended for civic, cultural, educational and public information meetings of non-profit groups serving the Village's community-wide interest. Two primary meeting spaces are available: the Village Board Room and the Police Department Training Room. If the previous two rooms are not available, meetings may also be held in the Fire Department Training Room (if available).

Priority of Use: The priority of use of the meeting spaces governed by these Guidelines shall be as follows:

1. Village function(s) or Village related meetings, gatherings, or activities;
2. Clarendon Hills partner agencies and units of government, including, but not limited to the Library, Park District, Township and School District;
3. Non-profit organizations, primarily based in Clarendon Hills;
4. Organizations comprised predominantly of either Village residents or business owners or both.
5. Other meetings of public interest.

Available meeting spaces include:

- Village Hall Board Room: Available Monday through Friday, 8 a.m. to 10 p.m., maximum capacity 75.
- Police Department Training Room: Available Monday through Friday, 8 a.m. to 7 p.m. (when staff is present); maximum capacity 50.
- Fire Department Training Room: Available Monday through Friday, 8 a.m. to 10 p.m. (when other rooms unavailable for use); maximum capacity 27.

Meetings scheduled outside of normal business hours are permitted at Village Hall only. If a request for a meeting at Village Hall is granted, a designated person from the organization will be required to pick up a key fob or access code the day of the meeting. The key fob shall be left at Village Hall at the conclusion of the meeting and the meeting organizer should call 630-323-2151 to notify dispatch that the meeting has concluded.

If the following guidelines are not followed and/or the meeting results in damage and/or loss of Village property, the Village reserves the right to cancel any scheduled meeting of the organization and to deny future meeting requests.

Guidelines:

1. Meeting spaces are only available for use by organizations having at least one (1) adult member who is a Clarendon Hills resident or a Clarendon Hills business owner. An individual who is a Clarendon Hills resident not affiliated with an organization may also request to use meeting space. All meeting space reservations shall be made in advance using the Village's Meeting Room Reservation Form located on-line at www.clarendonhills.us/149/Administration.
2. Application form must be completed and submitted before a reservation is confirmed.
3. Requests for use of a meeting space must be made at least two weeks in advance.
4. Non-governmental organizations who expect more than 25 people to be present at the meeting shall furnish a certificate of insurance (public liability and property damage) as evidence of sufficient coverage to meet the indemnification requirements as set forth below. Said certificate shall show the Village, and its elected officials, officers, agents and employees as additional insureds. Coverage by an insurance provider acceptable to the Village shall be primary and non-contributory, with limits of not less than \$300,000 per occurrence for bodily injury and \$50,000 per occurrence for property damage. Organizations may obtain insurance through an independent broker or through the Village's self-insurance pool under the Tenant Users Liability Insurance Program (TULIP).
5. The Village does not provide any food or beverages as part of any room reservations. If food or beverages are to be available to participants, it shall be the responsibility of the participants to arrange for delivery, set-up, clean-up and proper disposal of refuse. Any group requesting a reservation must notify the Village at the time the reservation is made as to whether food and beverages are to be served. **NO ALCOHOLIC BEVERAGES ARE ALLOWED.**
6. Individuals, groups or organizations booking the Village's meeting rooms assume full responsibility for providing and paying for special accommodations that are requested by participants in accordance with the Americans with Disabilities Act.
7. Excessive noise or disruption of other meetings or Village business will result in the voiding of permission to use the meeting space, and will require the meeting in progress to cease upon notice from the Village.
8. Groups or individuals requesting to bring extra equipment onto the site or into the building must indicate this on the application form. The Village is not responsible for protecting, maintaining, securing or storing any equipment or supplies brought into the meeting space, or left behind in the meeting space after the meeting has concluded. The organization using the space shall be responsible for its own equipment at all times.
9. No individual, group or organization may use the Village or meeting space address or phone number as any part of the publicity other than to set forth the location of the meeting. Any and all publicity must not imply that the Village is sponsoring the program. All contacts regarding the meeting must be directed to a representative of the organization. Publicity information may be requested by the Village for informational or reference purposes. The Village is not responsible for answering questions about a meeting or taking messages related to any meeting.



10. If assistance is necessary as part of the meeting, to run Village equipment (i.e. visual), such request for assistance must be coordinated at the time of the reservation. There is no guarantee that such assistance will be available. There may be a charge for such assistance.
11. The Village Board Room will be set up for a Village Board Meeting. Any changes to the room configuration must be done by meeting organizers. All furniture must be put back in the original configuration at the conclusion of a meeting.
12. Adult sponsors (over 21) must be present at all times and must maintain a ratio of no less than one adult per ten children. Any group with members who are under 21 years of age must have an adult sponsor (older than 21) present at all times.
13. The Village reserves the right to change, cancel or relocate any requested reservation as circumstances warrant, including but not limited to: in the case of an emergency, or a conflict with a special meeting of the Village Board, Village staff or another unit of government.
14. The meeting spaces may not be used for:
 - A. Gambling activities, including, without limitation, bingo, raffles or games of chance for monetary prizes or other things of value.
 - B. Strictly social functions. A social function is one solely intended for entertainment through companionship with friends and associates including, without limitation, weddings, anniversaries, showers, dances, card parties, birthday parties and social clubs.
 - C. Commercial purposes including, without limitation, solicitations, money-raising activities and/or sales.
 - D. Any other activity which, in the judgment of the Village Manager, would materially and substantially interfere with the ordinary functions and activities of the Village and which may cause excessive noise, safety hazards and/or a threat to public health, safety or property.
 - E. Physical activities, such as exercise or yoga classes.
15. All Village facilities are smoke-free facilities.

Indemnification

Any organization holding a meeting in the Village's meeting spaces must fully release and discharge the Village, and its elected officials, officers, agents and employees from any and all claims from injuries, including death, damages or loss, which may arise or which may be alleged to have arisen out of or in connection with the meeting. They must further indemnify and hold harmless and defend the Village, and its elected officials, officers, agents and employees from any and all claims from injuries, including death, damages or losses, including, but not limited to, the general public, which may arise or may be alleged to have arisen out of, or in connection



with the meeting. As a condition precedent to receiving permission to use a meeting space, the organization must execute an Indemnification Agreement (attached).

If, on the advice of law enforcement professionals, the Village or its staff determines that a reasonable possibility of a threat to the safety of Village staff, patrons or members of the public might occur, based on prior experiences with the organization or speaker at the Village, or at other occasions where the organization has held a meeting, or the speaker has spoken, which have become disruptive or had a potential for violence, the following shall be required: the organization reserving the meeting room shall be required to pay in advance, by cashier's check, the reasonably estimated cost of any special security measures needed to be taken for the meeting, and the organization reserving the meeting space shall provide the Village with a surety bond, in the amount of One Million and No/100 Dollars (\$1,000,000.00), to cover the cost of injury or damage to persons or property occurring at or as a result of the meeting.

Consideration and Denial of Applications

1. The Assistant to the Village Manager, or his/her designee, shall review all applications for a meeting space and determine whether the application meets the Guidelines.
2. An application for a meeting space may be denied for the following reasons:
 - A. The application does not meet the Guidelines.
 - B. The application requests the use of a meeting space for a meeting of such a duration that it cannot be reasonably accommodated in the meeting space requested.
3. If an application for a meeting space is denied, the Village shall provide notice of such denial in writing, with a statement of the reason(s) for the denial, to the applicant within five (5) business days of the denial. The applicant shall have the right to appeal the denial to the Village Manager within ten (10) business days of the date on which the Village sent the denial letter. The Village Manager shall consider and take final action on such an appeal within fifteen (15) business days after the receipt thereof.





I, the undersigned, am the duly authorized representative of _____,
which has been authorized to use the _____ at the Village of Clarendon Hills
_____ located at _____, Clarendon Hills, Illinois, on
_____, 20____. In consideration thereof, _____ agrees to
indemnify, hold harmless and defend the Village of Clarendon Hills, and its elected officials, officers,
agents and employees, from and against any and all claims, demands, causes of action and liabilities,
including, without limitation, all costs and reasonable attorneys' fees, arising from or relating to the
use of the Village's meeting spaces, parking lots or any other facilities.

Dated this _____ day of _____, 20__

For: _____

By: _____

Signature of Authorized Representative

Print Title or Position