



## VILLAGE OF RIVER FOREST PUBLIC MEETING ROOM USE POLICY

It is the intent of the Village of River Forest (“Village”) that its Village meeting rooms be open for use by organizations not affiliated with the Village on a limited basis, subject to the conditions, restriction and limitations set forth in this policy. The Village has a limited number of meeting spaces available for use at the Village Hall that generally are not available to the public. This policy shall be utilized for the use of these meeting spaces at Village facilities, pursuant to the conditions described below. Any reference to a Village official also shall apply to any designee of that Village official.

### **I. Reserving Village Meeting Rooms**

An organization not affiliated with the Village that is seeking to use any Village meeting rooms must submit a reservation request form to the Village Administrator’s Office. Reservation requests generally will be considered on a first come, first served basis. Submission of a reservation request does not guarantee approval of the request. The following guidelines will apply when a party not affiliated with the Village seeks to reserve a Village meeting room:

1. Reservation requests must be submitted to the Village Administrator’s Office and will be accepted no more than 6 months prior to the scheduled event, unless special permission is granted by the Village Administrator.
2. Submission of a reservation request form does not guarantee approval of the request for use of a meeting room.
3. Reservation applications must be made by a member of the interested organization who is at least 18 years of age and a Village resident. This individual will be the only person authorized to make changes to the application and will also serve as the primary contact for the Village.
4. A group may not assign its reservation to another group.

Whenever possible, meetings should be scheduled during regular business hours. It is the policy of the Village that Village events, Village-related events, the events of organizations affiliated with the Village and events of other public institutions or governmental entities such as library, park district, township, county, state or federal-affiliated groups will be given preference for meeting room use. However, the Village receives the right to grant priority as follows: (1) non-profit organizations, (2) organizations comprised predominantly of either Village residents or business owners or both, (3) other non-Village affiliated organizations.

Once a reservation form has been submitted, the Village Administrator’s Office then will approve or deny the request. The group will generally be notified of approval or denial (via phone, fax, or e-mail) within ten (10) business days of submitting its request.

Confirmation of reservation acceptance will be mailed or emailed once the room space is scheduled. Rooms may not be scheduled more than once per month by the same group or organization, unless special approval is provided by the Village Administrator.

A group that would like to cancel its reservation must notify the Village Administrator's Office as soon as possible. Cancellation notices shall be in writing and may not be rescinded. Telephone cancellations will be accepted in cases of last minute emergencies. If the meeting room is not used and a cancellation notice is not given to the Village, future reservation requests may be denied and future meeting room use suspended.

The decision of the Village Administrator concerning use of any meeting room and the interpretation or enforcement of this Policy is final.

A party that reserves a meeting room may be required to deposit a user fee with the Village to cover any cost the Village incurs for set-up or clean-up.

## **II. Endorsement**

The Village is not responsible for the content of the organization's events. The use of Village meeting rooms does not constitute Village endorsement of the philosophies, practices or viewpoints of presenters, participants or attendees. The following disclaimer must be included on all written, electronic and/or broadcast publicity materials about a meeting, gathering or activity held in Village meeting rooms, a copy of which will be provided to the Village prior to the event: "The Village of River Forest offers meeting space to the community. It neither endorses nor sponsors the event or the presenting individual(s) or organization(s)."

## **III. Prohibited Uses of Village Meeting Rooms**

Village meeting rooms shall not be used for the following purposes:

1. Political rallies, caucuses, campaigns for specific policy or political issues or candidates or political fundraising.
2. Religious services. For purposes of this policy, "religious services" mean a non-secular ceremony or occasion for worship.
3. Meetings or other events that interfere with the functioning of Village business and those working Village facilities.
4. Commercial purposes including, without limitation, solicitations, money-raising activities and/or sales, whether or not undertaken by a for-profit or a non-profit entity.
5. Classes or demonstrations involving the use of hazardous or other dangerous materials.

6. Activities and the discussion or presentation of materials that are obscene, lewd, pornographic, defamatory, invade a particular person's right to privacy, or directly incite disorder.

#### **IV. Rules for Use of Village Meeting Rooms**

1. Rooms are available generally during business hours. Use for an event outside of business hours must receive the Village Administrator's approval.
2. Access to the Village facility being used must be coordinated in advance of the event to the satisfaction of the Village Administrator's Office.
3. The Village does not provide any food or beverages as part of any room reservations. If food or beverages are to be made available to participants, they shall be responsible for clean-up and proper disposal of refuse. If food or beverages will be served, the group requesting the reservation must notify the Village at the time of application. **NO ALCOHOLIC BEVERAGES ARE ALLOWED.**
4. Any special accommodations related to compliance with Americans with Disabilities Act are the responsibility of the sponsoring organization.
5. Excessive noise or disruption of other meetings or business activities shall result in a direction to leave the premises and future reservation requests and future meeting room space may be cancelled.
6. The Village is not responsible for the loss of or damage to any equipment or materials owned or rented by a group using Village meeting rooms. The Village is not responsible for the storage of any equipment or supplies and any items left behind may be disposed of.
7. No group or organization may use the Village Hall mailing address or phone number as any part of event publicity. Any and all publicity must not in any way imply the Village is sponsoring the program or providing information on it. All contacts regarding the meeting must be publicly directed to an organizational contact person. 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.
8. The Village may furnish audio/visual equipment. If assistance is needed for the event, such request for assistance must be requested with the application. There may be a charge for such assistance.
9. Nails, tape, putty, tacks, etc. will not be used on the walls or windows of a meeting room without the express written permission of the Village Administrator.

10. 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 members who are under 18 years of age must have an adult sponsor(s) present at all times.
11. The Village reserves the right to change or cancel any reservation if circumstances warrant. The Village also reserves the right to change, cancel, or relocate any meeting as needed.
12. The Village Hall is a non-smoking facility.
13. Groups should leave the meeting room by the time specified on the reservation form.
14. A certificate of insurance may be required from a group or individual using a Village facility. If required, the certificate of insurance must name the Village of River Forest as an additional insured party in an amount to be determined by the Village

Any violation of the above-stated rules shall forfeit the group or organization's right to use Village meeting rooms and may result in the cancellation of a reservation.

#### **V. Indemnification**

Users of Village meeting rooms must agree to hold harmless, defend and indemnify the Village, the Village Board of Trustees, officers, employees and agents from and against any and all claims, demands, causes of action, losses liabilities, damages and expenses, including attorney's fees and costs, arising from or related to the use of the facility. In the event any such claim, demand, cause of action, loss, liability, damage, or expense is incurred, the Village, its Village Board of Trustees, officers, employees and agents, shall have their own choice of counsel and the right to direct their own defense.

Each organization or group using a Village meeting rooms is responsible for reimbursing the Village for any and all damage done or presumed to have been done to Village owned furniture, equipment and/or the facility. The Village reserves the right to limit or prohibit future use of its Village meeting rooms by groups or organizations that have caused damage to a room, flooring, equipment, furniture or that have caused a disturbance, and/or failed to comply with the meeting room rules established by the Village. Additionally, the Village is not responsible for loss of or damage to personal property or the personal injury to persons attending an event in a Village meeting room.

#### **VI. Cancellation**

The Village reserves the right to preempt or cancel meetings, if an emergency arises. If this occurs, reasonable effort will be made to promptly contact the group (via phone, fax, or e-mail) and reschedule the reservation. If this is not possible, the group will be notified.



**Village Hall Community Room Reservation Form**

Name of Organization: \_\_\_\_\_

Description of Meeting: \_\_\_\_\_

Number of attendees anticipated: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person Phone No.: \_\_\_\_\_

Contact Person E-Mail: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

Will food and/or beverages be served or provided to participants? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe \_\_\_\_\_

Will any audio-visual equipment be needed? If so, what type? \_\_\_\_\_

**I have read and understand the Public Meeting Room Use Policy and agree to abide by it.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Date