



## Room Reservation Community Room Village Board Chambers

### **General Information**

1. Name of Organization: \_\_\_\_\_
2. Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
3. Organization Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_
4. Applicant's Name: \_\_\_\_\_
5. Applicant's Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_
6. Applicant's Email Address: \_\_\_\_\_
7. Alternate Contact: \_\_\_\_\_
8. Alternate Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_
9. Alternate Email Address: \_\_\_\_\_

### **Event Information**

10. Date(s) Requested: \_\_\_\_\_
11. Time Requested: \_\_\_\_\_
12. Standing Request: ☐ Yes ☐ No
13. Number of Anticipated Attendance: \_\_\_\_\_
14. Room you are reserving: Council Chambers ☐ Community Room ☐
14. Purpose of Event (Describe briefly what will occur during your use of the Village facilities):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR OFFICIAL USE ONLY

REVIEWED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_/\_\_\_\_/\_\_\_\_



## **Community Room/ Village Board Chambers Use Policy and Agreement**

### **I. General Guidelines**

The Community Room and Village Board Chambers in the Gurnee Village Hall are designed primarily to meet the operational needs of the Village of Gurnee and provide accommodations for educational, informational, cultural, and civic functions, or for group discussions about political issues or candidate(s), of the Gurnee community. Information regarding the rooms and scheduling is the responsibility of the Village Administrator or his/her designee. Please contact Selene Beltran, Administrative Secretary, at 847-599-7502 or send an email to [finance@village.gurnee.il.us](mailto:finance@village.gurnee.il.us) to reserve a time for the Community Room or Village Board Chambers. No charge is made for use of the Village's facility and no admission fee may be charged or donations collected for programs.

The Community Room and Village Board Chambers are available from 8:00 AM to 9:00 PM, Monday through Thursday. The front door to the Village Hall will be unlocked approximately one half-hour prior to the meeting for those meetings scheduled after normal business hours. Audiences have access to the Community Room and/or Village Chambers and restrooms only. All other areas are prohibited due to security and safety concerns. The Village of Gurnee is not responsible for providing audio/visual equipment or materials to meeting attendees.

Every attempt will be made to allow applicants the use of the Village Board Chambers and Community Room as required. However, if through unforeseen circumstances the Village should require a room for official business, the Village shall reserve the right to cancel any scheduled use of Village facilities by the applicant. Although the Village shall have no obligation to notify any applicant of such cancellation, the Village will notify the organization as soon as practical.

### **II. Priorities of Use of Facilities**

1. Gurnee Village Board and staff meetings.
2. Village-initiated meetings including Planning and Zoning Board and all other advisory boards and commissions.
3. Other agencies of government.
4. Meetings of non-for-profit community groups and organizations for educational, cultural, or civic purposes, or for discussions about political issues or candidate(s).

The Village of Gurnee reserves the right to request a copy of the organization's Articles of Incorporation or Charter. In the event of a conflict with this policy and agreement, this policy and agreement will prevail.

### **III. No Endorsement**

Use of the Community Room or Village Board Chambers does not constitute Village endorsement of viewpoints expressed by participants in the programs. No advertisement or announcement implying such endorsement will be permitted.

#### **IV. Equal Opportunity**

Activities taking place in the Community Room or Village Board Chambers must be open to all citizens regardless of age, sex, race, religion, national origin, or physical handicaps. It is the responsibility of the using group to provide any and all reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

#### **V. Restrictions**

1. The Community Room and Village Board Chambers are **not** available for private parties, commercial purposes, fund-raising activities, or religious services; however, the meeting rooms are available for educational, informational, cultural, and civic functions, and for discussions about political issues which may feature one or more political candidates for office.
2. No use of the Community Room and Village Board Chambers may violate any Federal, State, or Local law or ordinance, and all uses must be peaceable and orderly.
3. Organizations will be limited to their usage of all Village facilities to twice per month, and Village facilities must be used for the purpose(s) stated within the Room Reservation Form.
4. Organizations meeting in the Gurnee Village Hall Community Room or Village Board Chambers shall not use the Village for their mailing address or, even on a temporary basis, direct calls relating to their meetings to Village telephones.
5. All groups of persons under 18 years of age must be attended by adult chaperones that will assume responsibility for the group's activities.
6. Smoking is not allowed anywhere in the Village Hall.
7. Alcoholic beverages are not allowed to be consumed anywhere on the premises.
8. No animals are allowed except for dogs assisting the disabled or animals used for law enforcement purposes.
9. Minimal food and drink is allowed in Village Board Chambers; however, the Village reserves the right to deny future use if facilities are found to be unacceptable after use.
10. No firearms or weapons are permitted anywhere on the premises except those held by sworn law enforcement personnel.

#### **VI. Reservations and Scheduling**

1. A resident of Gurnee who is more than 18 years of age must make reservations. The person making the application shall be the contact person and the only person to make changes in the reservation.
2. Applications for use of the rooms must be made on the Room Reservation Form provided by the Village.
3. Applications for Community Room or Village Board Chambers use should be made to the Designee/Village Administrator's Office as much in advance as possible (no less than one week). Reservations cannot be accepted more than one year in advance. Applications for the use of the facility do not guarantee approval of its use. Any group who wishes to cancel a reservation should do so at least 48 hours prior to the meeting date.
4. Reservations are made when the rooms are available.
5. Any group using the facilities after normal business hours must vacate the building by 9:00 PM.
6. No group may assign its reservation to another group.
7. Reservations for regular periodic meetings must be renewed annually.

**VII. Use and Care of Facilities**

1. Attendance at meetings must be limited to the stated capacity of the rooms. The Community Room has a capacity of 40 people, and the Village Board Chambers seats 110 people.
2. Nails, tacks, tape, etc., are not to be used on the walls.
3. Meeting rooms must be left clean and in good condition. Food and drink is only permitted in the Community Room; however, the Village reserves the right to deny future use if facilities are found to be unacceptable after use. All papers, cups, and other waste must be disposed of properly.
4. Minimal food and drink is allowed in Village Board Chambers; however, the Village reserves the right to deny future use if facilities are found to be unacceptable after use. All papers, cups, and other waste must be disposed of properly.
5. Violation of this policy and agreement shall result in immediate revocation of authorization to use the facilities, or denial of future requests to use the facilities. Each organization and applicant will be responsible for reimbursement to the Village for any and all property damage done to the Village facilities as a result of an approved request.

**VIII. Liability**

In consideration for the free use of the facilities of the Village of Gurnee, the applicant agrees to indemnify, hold harmless, and defend the Village of Gurnee from any and all liability or loss that the Village of Gurnee may sustain as a result of claims, demands, costs, or judgments arising from the applicant's use of the facilities of the Village of Gurnee during the period of the time the applicant uses the facility.

**IX. Severability**

If any provision, clause, sentence, paragraph, section, or part of this policy and agreement, or application thereof, to any person, or organization, entity or circumstance, shall, for any reason, be adjusted by a court of competent jurisdiction to be unconstitutional or invalid, said judgment shall not affect, impair, or invalidate the remainder of this policy and agreement, and this policy and agreement shall be in full force and effect as if such unconstitutional or invalid provision, clause, sentence, paragraph, section, or part thereof had not been included.

In consideration for the free use of the Village facilities, Applicant agrees to, and will comply with, the terms and conditions of this Community Room/Village Board Chambers Use Policy and Agreement. Applicant acknowledges receiving a copy of this Community Room/Village Board Chambers Use Policy and Agreement.

_____	____/____/____
Applicant	Date

_____	____/____/____
Representative of the Village of Gurnee	Date