

## **Village of Plainfield Community Room Policy**

The Village of Plainfield Community Rooms are available for meetings and functions associated with the Village of Plainfield, local government entities, groups dedicated to the promotion of the civic, cultural, educational and informational needs of the community and local businesses. To apply for meeting space, please complete the attached Application Form and return it to the Village's Management Services Department at 24401 W. Lockport Street, Plainfield, IL 60544. Phone: (815) 436-7093. Fax: (815) 436-1950. Please read the following Community Room Policy terms before applying for meeting space.

**Facilities:** In the interests of fire protection and safety, the following maximum capacities apply to each Community Room:

- Community Room A can host a total of 90 people.
- Community Room B can host a total of 35 people.
- Community Rooms A and B can be combined to host a total of 125 people.
- Groups also have the option, in conjunction with use of the Community Room(s), to request use of the Community Room kitchen which includes a refrigerator, microwave and sink.

Chairs, folding tables and a podium are also available for use in the Community Room(s). Audiovisual (i.e. sound systems, projectors, etc.) equipment must be supplied by the group utilizing the space.

**Scheduling:** Meetings are scheduled on a first come, first serve basis. Scheduling is prioritized as follows:

1. Village of Plainfield meetings and programs.
2. Meetings of official agencies, committees and boards of governmental entities located within the Village's boundaries.
3. Educational, cultural, civic and informational events of organizations located in the Village.
4. Meetings or training seminars of businesses or corporations located in the Village.
5. Educational, cultural, civic and informational events of organizations located outside the Village's immediate boundaries.

**Community Room Rules:** Groups using the Community Room(s) are subject to the following rules, regulations and policies. Failure to comply may result in the organization's security deposit being retained and the use or future use of the facility being denied. The Village does not prohibit an applicant from presenting civic, cultural, educational or informational programs from a religious viewpoint.

1. The Multi-Purpose Room is **not available** for the following purposes:
  - Private parties or purely social gatherings.
  - Commercial uses, except as may be permitted pursuant to Paragraph 28 below.
  - Fundraising activities.
  - Worship or religious services held as part of a faith, sect or religion's regular religious regimen.
  - Wedding ceremonies of any kind, including religious and non-religious ceremonies.
  - Individual political candidates or partisan political activities.
  - Political Action Committees.
  - Meetings of unions, trade groups, or other organizations whose purpose of the meeting is to determine a political position on an issue or endorsement for a political candidate or candidates.
  - Club meetings or installation ceremonies that have secret rituals.
  - Businesses needing to hold private stockholder type meetings.
  - Meetings that interfere with the functions of the Village and/or its users because of noise or other factors.
  - Classes or demonstrations involving the use of hazardous materials and/or weapons.

2. The name, address and/or telephone number of the Village of Plainfield may not be used as the address or headquarters for any group using the Community Room(s), nor can the Village's phone number be advertised for registration purposes. Calls regarding meetings or during approved meetings in the Community Room(s) cannot be directed to the Village. The Village reserves the right to cancel any groups that employ this practice.
3. The Village does not supply space for groups needing a place to store their supplies or equipment.
4. Village employees are not available for porter service, custodial assistance, operation of equipment, attendance taking, the arrangement of exhibits and/or other forms of assistance.
5. The Village Hall is a non-smoking facility. Therefore, smoking is not permitted in the Community Room(s), the kitchen or any other location within the Village Hall, or within fifteen feet (15') of the building.
6. Alcoholic beverages and drugs are not permitted on the premises. Furthermore, no persons under the influence of alcohol or drugs shall be allowed in the Community Room(s) or on the premises. Any violation of this provision shall result in the immediate removal from the premises of all individuals present at the subject function.
7. Attendance at meetings must be limited to the stated capacity of the respective Community Room(s).
8. Use of the Community Room(s) does not constitute Village sponsorship or endorsement of viewpoints expressed by participants in the programs. No advertisement or announcement implying such an endorsement or sponsorship is permitted.
9. Groups using the Community Room(s) must provide a Certificate of Insurance with the exact time and date the room(s) will be used and identifying the Village of Plainfield as an additional insured. The Certificate of Insurance should reflect the following limits of insurance:

General Liability: \$1,000,000 - General Liability Aggregate; \$1,000,000 - Products Completed Operations Aggregate; \$1,000,000 - Per Occurrence; \$1,000,000 - Personal & Advertising Injury; \$100,000 - Premises Damage; \$10,000 - Medical Payment.

Workers Compensation: \$100,000 per person/accident; \$500,000 Policy Limit; and \$100,000 per person/disease.

Auto Liability: \$1,000,000 Combined Single Limit.

10. Adult sponsors/chaperones, who shall be held responsible for compliance with this Policy, must attend all functions where individuals under eighteen (18) years of age will be present. One (1) adult for every five (5) persons under the age of eighteen (18) is required. These adult sponsors/chaperones also assume responsibility for the group and its activities.
11. No physical changes are permitted in the Community Room(s) except for the rearrangement of furniture.
12. No additional furniture or equipment other than that already available in the Community Room(s) will be provided.
13. No additional furniture or equipment, other than audiovisual aids, may be used without prior approval of the Village Administrator or his/her designee.
14. Nails, tacks, tape, etc. and the hanging, tacking and/or posting of flyers, signs, and/or posters on the walls, doors, shades or windows are prohibited.
15. All activities taking place in the Community Room(s) must be open to the public and all citizens, regardless of age, sex, race, religion, national origin or disability. Groups using the space must comply with the Americans with Disabilities Act and it is the responsibility of the group to provide any and all reasonable accommodations

for persons with disabilities in accordance with the Americans with Disabilities Act. For events with restricted access, such as a ticketed event, the eligibility and ability to purchase tickets must be open to the public and all citizens regardless of age, sex, race, religion, national origin or disability.

16. Groups are responsible for room setup and cleanup.
17. Limited kitchen facilities are available for groups wishing to serve beverages and/or food. Groups wishing to serve beverages and/or food must reserve the Community Room(s) and kitchen and those that are approved to use the facility must furnish their own beverages, food and supplies (including utensils and paper products). Major food preparation is prohibited.
18. Groups using the Community Room(s), including those using the kitchen, are not permitted to use the Village lunchroom or to eat or drink any food or beverages designated for use by Village Staff or the Village.
19. Children must be supervised at all times and no one may use the Community Room(s) solely for babysitting purposes.
20. Groups are permitted to utilize the Community Room(s) a maximum of two (2) times per month.
21. Groups wishing to post directional signage for meeting attendees may display the necessary signage on easels. Groups wishing to post directional signage must provide the signage and easels.
22. Animals are not allowed except for dogs assisting the disabled.
23. No admission charge, collections (except for regular club dues or to cover expenses for materials used at meetings) or other money raising activities may be attached to meetings conducted in the Community Room(s), unless all proceeds go to the Village, except as may be permitted pursuant to Paragraph 28 below.
24. Groups using the Community Room(s), other than licensees of the Village's Business Evolution Center, are prohibited from using other areas of the Village Hall, except the kitchen as permitted by this Policy.
25. The Community Room(s) and kitchen must be left clean and in good condition. All waste must be disposed of properly. Failure to leave the facility in proper order will result in the forfeiture of the group's security deposit and/or denial of future requests to use the Community Room(s).
26. Each organization/group using the Community Room(s) 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 the Community Room(s) by groups that have caused damage to the rooms, carpet, equipment and/or furniture, or have caused a disturbance in the Village Hall and/or failed to comply with the rules established by the Village for use of the Community Room(s).
27. The Village Administrator or his/her designee is empowered to make decisions regarding the availability, use and approval of Community Room Applications. Requests for exceptions to the above rules, regulations and policies must be submitted in writing to the Village Administrator or his/her designee.
28. Business or other organizations that are licensees of the Village's Business Evolution Center may utilize the Community Room(s) in accordance with the terms of this usage Policy. Approval for such use will be made pursuant to Paragraph 27 above, and may include exceptions to Paragraphs 1 (commercial use), 15 and/or 23.

**Reservations:** The Community Room(s) are available for reservations Monday-Saturday, 9:00 a.m. – 10:00 p.m. Meetings cannot be scheduled on Sundays or Village holidays.

1. Reservations are required for Community Room(s) and kitchen use.

2. Groups wishing to reserve meeting space must complete the required Application.
3. Applications for reservations are accepted up to six (6) months in advance of the meeting date.
4. Rooms must be requested for a minimum of two (2) hours.
5. Reservation times must reflect the group's setup and cleanup time.
6. Applications must be submitted to the Village of Plainfield's Management Services Department.
7. Submission of an Application does not guarantee approval of Community Room requests.
8. Once an Application has been submitted, the Village will approve or deny the Application. Groups will be notified of approval or denial by fax or e-mail within three (3) business days. If approved, the reservation is considered temporary until all fees are paid and an appropriate Certificate of Insurance is received by the Village. If denied, the applicant may appeal the denial to the Village President by filing with him/her a written notice of appeal identifying the basis of the appeal. The Village President shall review the Application and the appeal notice provided to him/her. Upon such review, the Village President shall notify the applicant and the Village's Management Services Department, within ten (10) business days of receipt of the applicant's appeal, of his/her decision to grant or deny the appeal.
9. The reservation, Certificate of Insurance and fees (cash or check made payable to the Village of Plainfield) are due no later than ten (10) days prior to the meeting.
10. Reservations must be applied for by a member of the interested organization, who is eighteen (18) years of age or older. This individual will be the only person authorized to make changes to the reservation and will also serve as the primary contact for the Village.
11. Groups must vacate the room by the time specified on the Application.
12. Groups may not assign their reservation to another group.
13. Groups who wish to cancel their reservation must notify the Village's Management Services Department as soon as possible. Cancellation notices shall be in writing and may not be later rescinded. Telephone cancellations will be accepted in cases of last minute emergencies. If a Community Room(s) is not used and a cancellation notice is not given to the Village, future use of the Community Room(s) may be suspended.
14. The Village of Plainfield reserves the right to preempt or cancel meetings if an emergency arises. If this occurs, reasonable efforts 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 and the fees refunded.

**Fees:** Room rental fees are charged to assist with custodial, maintenance and security costs. Fees do not apply to Village uses. All fees are due and payable to the Village of Plainfield no later than ten (10) days prior to the meeting.

- Room Rental                      No Charge - Monday-Friday, 9:00 a.m. - 4:30 p.m.  
    \$15.00/hour - Monday-Friday, 4:30 p.m. - 10:00 p.m.  
    \$15.00/hour - Saturday, 9:00 a.m. - 10:00 p.m.
- Security Deposit\*                \$100.00
- Kitchen Fee\*\*                    \$40.00

\*Security deposits are returned within twenty-one (21) days, after a satisfactory inspection of the Community Room(s) by Village Staff.

\*\*The kitchen fee is only applicable if the group requests use of the kitchen in conjunction with its use of the Community Room(s).

All fees are subject to review and change.

**Village of Plainfield Community Room**

**Application Form**

To request a reservation for the Community Room(s)/kitchen, please complete this Application Form and submit it to the Village of Plainfield Management Services Department, 24401 W. Lockport Street, Plainfield, IL 60544. Phone: (815) 436-7093. Fax: 815-436-1950.

Group Name: \_\_\_\_\_ Type of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Daytime Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Number of Chairs Requested: \_\_\_\_\_ Number of Tables Requested: \_\_\_\_\_

Please circle the applicable answers:

Room(s) Requested:	Community Room A	Community Room B	Community Rooms A&B
Will beverages be served?	Yes	No	
Will food be served?	Yes	No	
Will your group require use of the kitchen?	Yes	No	
Will your group require use of the podium?	Yes	No	

Day and Date Requested: \_\_\_\_\_

Meeting Times - Start: \_\_\_\_\_ Finish: \_\_\_\_\_

*(When requesting meeting time, please include adequate time for your group's setup and cleanup.)*

Total Estimated Attendance: \_\_\_\_\_ Number of Children: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

Brief Description of the Nature of the Meeting: \_\_\_\_\_

By completing this Application, the applicant agrees they have read and will abide by the Village of Plainfield Community Room Policy (a copy of which is attached) and to indemnify, hold harmless and defend the Village of Plainfield from and against any and all personal injuries and/or loss of personal property sustained by the applicant's attendees arising out of the facility use applied for under the Plainfield Community Room Policy.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Date Application Received:	Approved or Denied/Date:
Date Group Notified of Approval/Denial:	Room(s) Assigned:    A                    B                    A&B
Date Police Department Notified:	Date Fees and Insurance Received:
Date Deposit Returned/Charged:	Amount: