



## Mayor & Village Board Standard Operating Procedure – No.012

Date Adopted: August 10, 2016  
Date(s) Reviewed/Revised: October 12, 2016

Mayor and Village Board Standard Operating Procedure No. 012, having been first adopted by the Mayor and Village Board on August 10, 2016 shall:

1. Be updated on at least an annual basis;
2. Be administered by the Assistant Village Manager and Receptionist; and
3. Be the Village of Homer Glen's Community Meeting Room Use Policy.

Signed: \_\_\_\_\_

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

10/13/16

### VILLAGE OF HOMER GLEN'S COMMUNITY MEETING ROOM USE POLICY

#### Purpose

The Community Meeting Room is designed to meet the operational needs of the Village of Homer Glen, provide accommodations for Village initiated meetings and meetings of Homer Glen based not-for-profit community groups and organizations. Use of this meeting room must be approved by the Assistant Village Manager through the Village Receptionist or designee. Reservations will not be confirmed until the Community Meeting Room Reservation Form (**Exhibit A**) has been approved. Please call the Village Hall at (708) 301-0632 to check on availability.

#### Scheduling

Meetings are scheduled on a first come, first served basis, and reserved up to six months in advance. Scheduling is prioritized as follows:

1. Village of Homer Glen Board, Commission, Committee and staff meetings.
2. Other agencies of government.
3. Meetings of not-for-profit community groups and organizations for educational, cultural or civic purposes.

### **How to Reserve the Community Room**

1. To reserve the Community Room, a Community Meeting Room Reservation Form (hereafter known as Room Reservation Form) must be completed and returned to the Village of Homer Glen at 14240 W. 151<sup>st</sup> Street, Homer Glen, Illinois, 60491, Attn: Receptionist.
2. Only residents of the Village of Homer Glen who are at least 21 years of age may complete the Room Reservation Form. The person (hereafter known as Applicant) completing the Room Reservation Form shall be the contact person, in attendance at the event, and the only person to make changes in the reservation.
3. Room Reservation Forms are accepted up to six (6) months in advance of the meeting date. The room may be reserved on a month to month basis.
4. Submission of the Room Reservation Form does not guarantee approval of Community Meeting Room requests.
5. Once a completed Room Reservation Form has been submitted, the Applicant will be notified, within five (5) business days via email, as to whether his/her request has been approved or denied. If approved, the reservation is considered temporary until the Applicant's credit card information has been obtained.
6. The reservation, including the completed reservation form and required credit card information are due no later than ten (10) days prior to the meeting.
7. An Applicant may not assign his/her reservation to another group.
8. To cancel a reservation, the Applicant must notify the Village, as soon as possible by calling (708) 301-0632.
9. If the Community Meeting Room is not used and a cancellation notice is not given to the Village, future use of the Community Meeting Room may be suspended.

### **Availability of the Community Room**

The Community Room is available to rent Monday – Friday. The Community Meeting Room is unavailable on any holiday observed by the Village (**Exhibit B**) and during the hours of early voting and Election Day.

### **Use and Care of the Facilities**

1. No activity shall be permitted which shall in any manner be potentially or directly destructive to the Village Hall property or potentially or directly disruptive to the function of the Village.
2. Set-up and clean-up is the responsibility of the Applicant's group and must be done during the reserved time. The Community Meeting Room must be returned to its original set-up.
3. The Village Hall is a non-smoking facility. Smoking, alcoholic beverages and on-site food preparation are not permitted in the Village Hall. All cooking and warming elements, including but not limited to sterno, hot plates, etc., are prohibited. Non-alcoholic beverages and pre-prepared food is permitted in the Village Hall.
4. Attendance at meetings must be limited to the stated capacity of the Community Meeting Room reserved, as indicated on the room reservation form.

5. Nails, tacks, tape, etc. are not to be used on the walls, windows or floors in the Community Meeting Room.
6. Violation of this policy shall result in immediate revocation of authorization to use the facilities and denial of future requests. Each Applicant will be responsible for reimbursement to the Village for any and all Village of Homer Glen property lost, stolen or damaged as a result of use of the facilities.
7. The Applicant using the Community Meeting Room is responsible for the actions of those persons attending their functions and must take full responsibility for loss or damage to any Village property, furnishings or equipment.
8. Any group using the Community Meeting Room after normal business hours (8:30a.m. to 4:30p.m.) must vacate the Village Hall by 10:00 p.m.

### **Restrictions**

The Community Meeting Room is not available for commercial purposes, private parties, rehearsals or fund-raising activities.

Adult chaperones will assume responsibility and must be in attendance for activities where minors are present and not under supervision of their parents or guardians. One adult (21 years of age or older) is required for the supervision of every 6 minors.

No use of the Community Meeting Room may violate any Federal, State or Local law or Ordinance and all uses must be peaceable and orderly.

The Applicant meeting in the Community Meeting Room shall not use the Village for their mailing address or direct calls relating to their meetings to Village telephones.

No firearms or weapons are permitted anywhere on Village property except those held by sworn law enforcement personnel.

### **Credit Card Information Required**

Credit card information must be submitted to the Village with the completed reservation form. This information is retained by the Village as a precautionary measure to cover the cost of any potential damages, maintenance fees or the replacement of lost or stolen equipment. Credit card information must be submitted to the Village of Homer Glen no later than ten (10) days prior to the Applicant's meeting.

### **Village Responsibility**

The Village is not responsible for equipment, supplies, or any other materials owned by the Applicant's organization and used in the Community Meeting Room. All items brought into the building must be removed immediately after the meeting.

The Village reserves the right to cancel a reservation, when necessary, as a result of conflicts with Village activities or when it appears to be in the best interest of the Village of Homer Glen. The Village will attempt to give at least 24 hours' notice.

### **No Endorsement**

The fact that an organization is permitted to meet in the Village Hall does not in any way constitute an endorsement of the group's policies, beliefs, or activities by the Village of Homer Glen. No advertisement or announcement implying such endorsement will be permitted.

### **Equal Opportunity**

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

### **Storage**

No storage is available at the Village Hall. All materials and equipment must be removed immediately after each event. The Village is not responsible for damage to any materials or equipment. Any cost incurred by the Village for disposal of materials left at the Community Meeting Room will be charged to the Applicant's credit card.

### **Damages**

The Village reserves the right to use the applicant's credit card information to charge for damage and disorder that occurs during a particular groups use. In the event that charges exceed the credit card limit for repairing damages not due to normal wear, the Applicant will be billed the remaining balance within ten (10) days of occurrence. Payment must be made within thirty (30) days of completed room usage.

### **Property and Equipment**

Permanent equipment must not be removed or altered under any circumstances.

### **Admission Fees**

The Community Meeting Room is intended for use by the residents of the Village of Homer Glen. Admission fees will not be charged unless authorized by the Village of Homer Glen Board of Trustees.

Exhibit A  
**VILLAGE OF HOMER GLEN**  
**Community Meeting Room Reservation Form**

Thank you for your interest in using the Community Meeting Room located at 14240 W. 151<sup>st</sup> Street in the Village of Homer Glen. The Community Meeting Room is available to Village of Homer Glen non-profit organizations, Homer Glen clubs, and Homer Glen Homeowner's Associations. We suggest submitting applications several months prior to the event. The room is not available for fundraisers, commercial, or private use.

Return the completed Reservation Form to the Village of Homer Glen, 14240 W 151<sup>st</sup> Street, Homer Glen, IL 60491. ATTN: Gina Villasenor, Receptionist or email to [gvillasenor@homerglen.org](mailto:gvillasenor@homerglen.org).

**Please Print:**

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

Applicant's Name: \_\_\_\_\_ on behalf of: \_\_\_\_\_  
(Organization Name)

Applicant's Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date of Use: \_\_\_\_\_ # of Expected Attendees: \_\_\_\_\_

Hours of Use: \_\_\_\_\_ (no later than 10:00 PM)

Requesting use of (please check the appropriate box):

- Small Community Room Only (1,047 sq. ft., Standing Capacity= 210, Chairs only= 150 peoples, Tables and Chairs= 70 people)
- Large Community Room Only (1,364 sq. ft., Standing Capacity= 273, Chairs only= 195 people, Tables and Chairs= 90 people)
- Entire Community Room (2,411 sq. ft., Standing Capacity= 483, Chairs only= 345 people, Tables and Chairs= 160 people)

Equipment Requests: # of **Tables** required: \_\_\_\_\_ # of **Chairs** required: \_\_\_\_\_ # of **Easels** required: \_\_\_\_\_

**Podium:** \_\_\_\_\_ **Projector** (Small community room only): \_\_\_\_\_ **TV Monitor** (Large or entire community room only): \_\_\_\_\_ **Audio:** \_\_\_\_\_

**HDMI Cable:** \_\_\_\_\_ (For connection to the projector and/or television. \*Please note: applicant's computer must have HDMI port\*)

**\*I have read the Community Meeting Room Use Policy and agree to the terms stated. Furthermore, I understand I must meet with the Facilities Manager or his/her designee during regular business hours at Village Hall at least 48 hours in advance of the rental for a brief orientation regarding the community room.\***

\_\_\_\_\_  
Signature of Applicant (on behalf of the above mentioned organization) *Please draw the preferred room layout on the reverse side of this form.*

*For Office Use Only*

Date Received: \_\_\_\_\_ Credit Card Information: \_\_\_\_\_

Date Approved: \_\_\_\_\_ Dated Fob Issued: \_\_\_\_\_ Fob # Issued: \_\_\_\_\_

Approved by: \_\_\_\_\_ Copy Given to JROB: \_\_\_\_\_



## **EXHIBIT B**

### **HOLIDAYS OBSERVED BY THE VILLAGE OF HOMER GLEN\***

New Year's Day

Martin Luther King Day

President's Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Friday immediately following Thanksgiving Day

Christmas Eve

Christmas Day

New Year's Eve

*\* The Community Meeting Room is unavailable during the hours of early voting and on Election Day*