

Public Meeting Room Use Procedure

Purpose: This policy is intended to serve as a guide for potential users of public meeting space in the Village Hall. Any potential user must provide "benefit to the community" in order to be considered a valid user of the space. 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.

Priority of Use: The priority of use shall be established as follows:

1. Village function(s) or Village related meetings, gatherings, or activities;
2. Other Arlington Heights public institutions, i.e. library, park district, schools, township;
3. Non-profit organizations, primarily based in Arlington Heights;
4. Organizations comprised predominantly of either Village residents or business owners or both.

Meetings should generally be scheduled during the Village's regular business hours, Monday through Friday, 8:00am to 5:00pm or on Thursday nights. Thursday night meetings must end by 9:45 p.m. and the premises vacated by 10:00 p.m.

Guidelines:

1. All meetings must be booked by an Arlington Heights resident or business owner or employee who is 21 years of age or older. All bookings shall be made in advance using the Village's Meeting Room Reservation Form.
2. Meeting rooms cannot be reserved on an ongoing basis by one organization more frequently than once per month. Requests for a meeting room must be made at least two weeks in advance. **Please note that the Village Hall will not open until ½ hour prior to the scheduled start of the meeting and the applicant is responsible to notify those attending the meeting.**
3. A certificate of insurance may be required from a group or individual renting a room at the Village Hall. If required, the certificate of insurance must name the Village of Arlington Heights as an additional insured in an amount determined by the Village.
4. 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.**
5. Individuals, groups or organizations booking the Village's meeting rooms assume full responsibility for providing and paying for special

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6. accommodations that are requested by participants in accordance with the Americans with Disabilities Act.
7. Excessive noise or disruption of other meetings or business activities may result in a request to leave the premises. Future reservation requests may be cancelled or denied.
8. Groups 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 the storage of any equipment or supplies and any items left at the building following conclusion of the meeting may be disposed of.
9. No group or organization may use the Village Hall mailing 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 and must include language that states the meeting is neither sponsored by nor endorsed by the Village of Arlington Heights. All contacts regarding the meeting must be directed to the 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.
10. The Village **does not** furnish audio/visual equipment.
11. The Village Hall is not a hot-spot for Wi-Fi.
11. Attached to this form are pictures showing the standard layouts for each room which may be reserved. When selecting a room, please note the layout and furniture in the room. If your meeting required a special set up, it must be noted on the application along with a diagram attached. **Furniture is not to be moved by your group.**
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 present at all times.
13. The Village reserves the right to change, cancel or relocate any requested reservation as circumstances warrant.
14. Space(s) will not be made available for physical activities.
15. The Village Hall is a smoke-free facility.
16. Upon notice the Village can assist in providing up to 25 parking spaces on the top level of the Municipal Garage and the ramp heading down from the top floor, if available. It is your responsibility to request parking and to inform

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your group of where to park. If there are not enough open parking spaces, guests will need to use the Sigwalt parking lot on the southeast corner of Sigwalt and Arlington Heights Road. If meeting is held during the weekday, guests must pay \$1.50 in the yellow paybox located in the corner of the lot.

Denial of Applications

1. An application may be denied for reasons including but not limited to the following:
 - a. The function will unduly interfere with the general public enjoyment of the Village Hall.
 - b. The function presents a clear and present danger to the health and safety of the community.
 - c. The function is of such nature or duration that it cannot be reasonably accommodated at the Village Hall.
2. If any application is denied, the individual listed on the application shall be notified within five business days of the decision, including the reasons for the denial. The individual shall then have the right to request that the application be presented to the Village Manager for review of the denial.

Pictures of Meeting Rooms (rooms can be reorganized to fit your needs) and Meeting Room Reservation Form follows.

Buechner Meeting Room, First Floor



Buechner Meeting Room
Location: 1st Floor
Seating: Conference Table seats 12-14
Audience: Seating for 40

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Community Room, Third Floor



(Reservation Form follows on next page)

Village Hall Room Reservation Form

Important Notice: The Village Hall does not open UNTIL ONE-HALF HOUR BEFORE the scheduled meeting.

Name of Organization: _____

Type of Organization: Village of Arlington Heights
Arlington Heights Memorial Library
Arlington Heights Park District
Other governmental entity: _____
Non-profit Organization: _____
Other – Village residents
Village business owners

Description of Meeting: _____

Number of attendees anticipated: _____

Request parking in Municipal Garage?: yes no
(you will be notified if parking is available)

Address of Organization: _____

Contact Person: _____

Contact Person Address: _____

Contact Person Phone No.: _____

Contact Person E-Mail: _____

Date Requested: _____

Time(s) Requested: _____

Meeting Room Requested: Buechner Room
Community Meeting Room

*** Please do not tape any posters, banners, notices to walls or in hallways**

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

If yes, please describe _____

(more)

I have read and understand the Public Meeting Room Use Procedure and agree to abide by same.

Print Name

Signature

Organization Name

Date

Office Use Only:

Approved By: _____

Date: _____

Notes: _____
