

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 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 policy before applying for meeting space.

Facilities

In the interests of fire protection and safety, the following maximum capacities apply to each room:

- Community Room A can host 90 people.
- Community Room B can host 35 people.
- Community Rooms A & B can be combined to host a total of 125 people.
- Groups also have the option to request use of the Community Room Kitchen, which includes a refrigerator, oven, 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 based upon the following priorities:

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 of 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 withheld and the use or future use of the facility being denied.

1. The Community Rooms **are not available** for the following purposes:
 - Private parties or purely social gatherings.
 - Commercial uses.
 - Fundraising activities.
 - Religious services or other religious purposes.
 - Individual political candidates or partisan political activities.
 - 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 Rooms or Kitchen.
6. Alcoholic beverages and drugs are not permitted. Furthermore, no persons under the influence of alcohol or drugs shall be allowed in the Community Room(s) or on the premises.
7. Attendance at meetings must be limited to the stated capacity of the room.
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 will be permitted.
9. Groups using the Community Room(s) must provide a certificate of insurance with the exact time and date the room will be used specified and the Village of Plainfield listed as an additional insured. The certificate should reflect the following limits of insurance:
Limits of 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; and \$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 meetings where individuals under 18 years of age will be present. One (1) adult for every five (5) persons under the age of 18 is required. These adult sponsors/chaperones also assume responsibility for the group and its activities.
11. No physical changes are allowed in the Community Rooms except for the rearrangement of furniture.
12. No additional furniture or equipment other than that already available in the meeting rooms 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 Rooms must be open to the public and all citizens, regardless of age, sex, race, religion, national origin, or handicap. 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.
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 must reserve the Community 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) and/or Kitchen are not permitted to use the Village lunchroom or to eat or drink any food or beverages designated for the Staff or Village.
19. Children must be supervised at all times and no user may use the Community Rooms 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 that wish 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 Rooms, unless all proceeds go to the Village.
24. Groups using the Community Room(s) are prohibited from using other areas of the Village Hall.
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) and/or Kitchen, 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, furniture, or that have caused a disturbance in the Village Hall and/or failed to comply with the rules established by the Village.
27. The Village Administrator or his/her designee is the person 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.

Reservations

The Community Rooms 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 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 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. Application does not guarantee approval of Community Room requests.
8. Once an application has been submitted, the Village will then 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 a certificate of insurance is received.
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 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 would like 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 rescinded later. Telephone cancellations will be accepted in cases of last minute emergencies. If a meeting room is not used and a cancellation notice is not given to the Village, future use of the Community Room may be suspended.
14. 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 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 in advance of 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 21 days, after a satisfactory inspection of the room(s) by Village Staff.

**The kitchen fee is only applicable if the group requests use of the Community Kitchen.

All fees are subject to review and change.

Village of Plainfield

Community Room Reservation

Application Form

To request a reservation for the Community Room(s) and/or Kitchen, please complete and submit the form below to the Village of Plainfield’s 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 the use of the kitchen? | Yes | No | |
| Will your group require the use of the podium? | Yes | No | |

Day and Date Requested: _____

Meeting Times - Start: _____ Finish: _____

When requesting meeting time, please be sure to 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 that 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:

Date Group Notified of Approval/Denial:

Date Police Department Notified:

Date Deposit Returned/Charged:

Approved or Denied/Date:

Room Assigned: A B A&B

Date Fees and Insurance Received:

Amount: