

Title Policy Regarding Use of Municipal Center Meeting Rooms
Policy # 2012-2
Approval Date April 16, 2012
Revision Date



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I. Introduction

The purpose of this policy is to establish rules and regulations governing the use of Municipal Center meeting space by the City and outside groups. The City of St. Charles' meeting rooms are available for meetings and functions associated with local government entities, groups dedicated to the promotion of the civic, cultural, educational and informational needs of the community, and local businesses provided that their activities do not interfere with the City's governmental affairs.

II. Facilities

The Municipal Center has six rooms available for public use.

- City Council Chambers – room capacity of approximately 150
- Committee Room – room capacity of approximately 16
- Den A – room capacity of approximately 10
- Den B – room capacity of approximately 10
- Dens A & B (combined) room capacity of approximately 20
- Lower Level Conference Room – room capacity of approximately 40

III. Scheduling

Meeting rooms are available from 7:30 a.m. to 9:00 p.m. Monday through Friday and from 8:00 a.m. to 3:00 p.m. on weekends.

Meetings are scheduled on a first come, first served basis in accordance with the following priorities:

1. City of St. Charles meetings.
2. Meetings of governmental agencies, committees, and boards located in the City of St. Charles.
3. Homeowner's Associations business meetings for neighborhoods located in the City of St. Charles.
4. Educational, cultural, civic, and informational events of organizations located in the City of St. Charles.

The City's governmental activities have preference over activities of other groups and the City reserves the right to cancel any reservation at any time.

IV. Meeting Room Rules

Groups using meeting rooms are subject to the following rules, regulations and policies. Failure to comply may result in the organization's future use of the facility being denied.

1. Meeting Rooms are not available for the following purposes:
 - Private parties or purely social gatherings.
 - Commercial use.
 - Fundraising activities.
 - Individual political candidates or partisan political activities.
 - Club meetings or installation ceremonies that have secret rituals.
 - Meetings that interfere with the functions of the City of St. Charles. The sound or noise from the meeting should be no louder than normal speaking voices.
 - Classes or demonstrations involving hazardous materials and/or weapons.
2. The name, address and/or telephone number of the City of St. Charles may not be used as the address of the headquarters for any group using the meeting rooms nor can the City's phone number be advertised for registration purposes.
3. The City does not supply space for groups needing a place to store their supplies or equipment.
4. City employees are not available for porter service, custodial assistance, operation of equipment, attendance taking, the arrangement of exhibits, and/or other forms of assistance with the exception of unlocking and locking the facility.
5. In accordance with state law, all City facilities are non-smoking.
6. Alcoholic beverages are not permitted. Furthermore, persons under the influence of alcohol shall not be allowed in the meeting rooms or on the premises.
7. Attendance at meetings must be limited to the stated capacity of the room.
8. Use of the City's meeting rooms does not constitute city sponsorship or endorsement of viewpoints expressed by participants in the events and/or programs. No advertisement or announcement implying such an endorsement or sponsorship will be permitted.

9. Groups using the meeting rooms must provide a Hold Harmless Agreement or a Certificate of Insurance with the City of St. Charles 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.
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 ten (10) 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 meeting rooms except for the rearrangement of furniture, which must be returned to the original arrangement at the conclusion of the event.
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 the City's approval; however, the audio/visual equipment must be provided by the group, including any extension cords.
14. No nails, tacks, tape, etc. are to be used on the walls or white boards.
15. Groups are responsible for room set-up and clean-up.
16. Children must be supervised at all times and no user may use the meeting rooms solely for childcare purposes.
17. Indoor directional signage must be approved by the City Administrator's office.
18. Animals are not allowed except for dogs assisting the disabled.
19. No admission charge, collections (except for regular club dues or to cover expenses for materials used at meetings) or other money raising activities may occur at meetings conducted in the meeting rooms.
20. Groups using the meeting rooms are prohibited from using other areas of the building.
21. The meeting rooms must be left clean and in good condition. All waste must be disposed of properly.
22. It is understood that the City's governmental activities have preference over outside activities in the use of the City meeting rooms, and the City reserves the right to cancel any reservation at any time.
23. No smoking, eating or drinking, except contained beverages, will be allowed in any City meeting room.
24. Each organization/group using the meeting rooms is responsible for reimbursing the City for any and all damage to city-owned furniture, equipment and/or the facility.

Failure to comply with any of the listed requirements may result in the termination of privileges to use the meeting rooms.

V. Reservations

The meeting rooms are available for reservations as follows

Municipal Center Facility	Monday-Friday 7:30 am to 9:00 pm*
	Saturday/Sunday 8:00 am to 3:00 pm*

*Special requirements for room reservations after 4:30 p.m. weekdays and Saturday/Sunday (see Section VI).

1. Reservations are required for meeting rooms.
2. Groups wishing to reserve meeting space must complete the required application.
3. Applications for multiple reservations for a single organization/group will be accepted and scheduling will be done on a calendar year basis. Each year a new application will be required.
4. Reservation times must include any required set-up and clean-up time.
5. Applications must be submitted to the City of St. Charles, 2 East Main Street, St. Charles, IL 60174 – Attn. City Administrator's Office.
6. Application does not guarantee approval of meeting room request.
7. Upon receipt of a complete packet of application materials, the City will approve or deny the application. Groups will be notified of approval or denial within ten (10) business days. A Certificate of Insurance or Hold Harmless agreement is required.
8. Applications must be executed by a member of the organization who is 21 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 City.
9. Groups must vacate the room by the time specified on the application.
10. Groups may not assign or transfer their reservation to another group.
11. Groups who would like to cancel their reservation must notify the City as soon as possible in writing via fax or email. Telephone cancellations will be accepted only in cases of last minute emergencies. If a meeting room is not used and a cancellation notice is not given to the City, future use of the meeting rooms may be impacted.
12. The City of St. Charles 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 and reschedule the reservation. If this is not possible, the group will be notified and any fees refunded.
13. If a submitted application is incomplete, no reservations will be made.

VI. Fees (applicable to meetings after 4:30 p.m. on weekdays and Weekends)

- Rental fees will be assessed quarterly and organizations will be billed at the end of each quarter for room rentals during that period of time (May through July, August through October, November through January, and February through April).
- Room costs are incurred for conference room usage, security costs, and maintenance.
- Billing of hours will be charged on full hours as requested on the submitted application.
- Partial and unused hours of any schedule meeting are not refundable.
- If more than one outside organization is schedule to meet on the same night, the hourly fee will be divided between the number of organizations for the specified date and time.
- Outside organizations who meet on a night when the building is being utilized for a City meeting are exempt from payment of fees.



**CITY OF ST. CHARLES – MUNICIPAL BUILDING
ROOM RESERVATION AND APPROVAL FORM
EXTERNAL ORGANIZATIONS**

Date of Meeting:		Anticipated Attendance:	
Arrival Time		am/pm	
Actual Meeting Time: From:	am/pm	To:	am/pm
<i>Municipal Building Hours: M-F 7:30 am – 9:00 pm Sat/Sun 8:00 am – 3:00 pm</i>			
SECTION 1: ORGANIZATION / COMPANY INFORMATION			
Name of Organization:			
Name of Applicant:			
Address:			
City , State, Zip:			
Contact Person:		Cell number:	
		Office number:	
Contact Email:			
Please check the appropriate type of organization/company:			
<input type="checkbox"/> For profit <input type="checkbox"/> Not-for-Profit <input type="checkbox"/> Political/Civic <input type="checkbox"/> Other			
<small> 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 00 </small>			
<p align="center">For Office Use Only</p> <p>Date _____ Approved _____ Declined _____</p> <p>Deposit _____ Room Fee _____</p> <p>Room/s Assigned: _____</p>		<p>ALL CANCELLATIONS MUST BE IN WRITING</p> <p>Please fax cancellation notices to: 630.377.4440</p> <p>or email: receptiondesk@stcharlesil.gov</p> <p>Mail to: City Administrator's Office, 2 E. Main St., St. Charles IL 60174</p>	

**HOLD HARMLESS AND INDEMNIFICATION AGREEMENT
BETWEEN THE CITY OF ST. CHARLES AND _____**

WHEREAS, the City of St. Charles owns certain facilities available for the public use; and

WHEREAS, _____ has expressed an interest in utilizing the City's facilities, namely _____ from _____ to _____; and

WHEREAS, the City is providing said facility as a public service and is not receiving any compensation for the use of its facilities.

WHEREFORE, _____ covenants and agrees to indemnify and hold harmless the City of St. Charles as follows:

In the event a claim is made against the City, its officers, officials, agents and employees or any of them, or if the City, its officers, officials, agents and employees or any of them, is made a party defendant in any proceeding arising out of or in connection with the use of its facilities by _____ including but not limited to any and all actions, causes of actions, claims, demands, damages, costs, loss of service, expenses and compensation for the negligent acts and omissions of the City, its officers, officials, agents and employees or any of them defend and hold the City and such officers, officials, agents and employees harmless from all claims, liabilities, losses, judgments, costs, fees, including expenses and reasonable attorneys fees in connection therewith.

_____ releases from and agrees that the City, its officers, officials, agents and employees shall not be liable for any liability, losses, judgments, costs, fees including reasonable attorneys fees and expenses arising out of or in connection with the City's agreement to allow _____ to utilize the City's facilities.

IT IS FURTHER DECLARED AND REPRESENTED that no promise or agreement not herein expressed has been made to _____ and that this hold harmless and indemnification agreement contains the entire agreement between the parties hereto and that the terms of this agreement are contractual and not a mere recital.

IN WITNESS THEREOF we have set our hands and seals on the _____ day of _____, 20____.

Subscribed and sworn to before me
_____ day of _____, 20____.

Notary Public