



ST. CHARLES  
SINCE 1834

## AGENDA ITEM EXECUTIVE SUMMARY

Title: Recommend approval of Policy Regarding Use of Municipal Center Meeting Rooms

Presenter: Brian Townsend

*Please check appropriate box:*

<input checked="" type="checkbox"/>	Government Operations (4/2/12)		Government Services
	Planning & Development		City Council
	Public Hearing		

Estimated Cost:	\$10,000	Budgeted:	YES	<input checked="" type="checkbox"/>	NO	
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If NO, please explain how item will be funded:

**Executive Summary:**

For many years, the City has allowed outside organizations to have meetings at city hall outside of normal business hours. There has been no formal policy regarding this use and city staff is presenting the attached policy proposal for the Committee's consideration.

For evening and weekend meetings, outside organizations will be required to reserve the facility through the City Administrator's Office. Outside organizations will be billed an hourly fee of \$15 for use of the meeting rooms and invoiced on a quarterly basis. Fees will be waived for groups that hold events on nights when the building is being used for a city meeting (e.g. City Council, Plan Commission, Historic Preservation, etc.). Groups that currently use the building for meetings and events were made aware of this proposal through written correspondence mailed on February 14, 2012.

In addition, city staff will be assigned to the front desk between the hours of 6:30 – 9:30 pm week days and 8:00 am – 3:00 pm weekends, as needed. They will monitor the building during meetings and be responsible for locking up at the end of the night.

This policy will take effect May 1, 2012 and the cost of the additional staffing has been budgeted for FY12/13.

**Attachments: (please list)**

Policy for Use of Municipal Center Meeting Rooms  
Application and Hold Harmless Agreement  
Correspondence mailed to groups

**Recommendation / Suggested Action (briefly explain):**

Recommend approval of a Resolution Approving a Policy Regarding Use of Municipal Center Meeting Rooms.

*For office use only:*

*Agenda Item Number: 7a*

**City of St. Charles, Illinois  
Resolution No. \_\_\_\_\_**

**A Resolution Approving the City of St. Charles Use of  
Municipal Center Meeting Rooms Policy**

**Presented & Passed by the  
City Council on \_\_\_\_\_**

BE IT RESOLVED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, as follows:

Section 1: That the City of St. Charles Use of Municipal Center Meeting Rooms Policy, attached hereto and incorporated herein as Exhibit "A", be and the same is hereby approved

Section 2: That all resolutions, or parts thereof, in conflict with the provisions of this Resolution are, to the extent of such conflict, expressly repealed.

Section 3: That this Resolution shall be in full force and effect from and after its passage, and approval and publication in pamphlet form as provided by law.

Presented to the City Council of the City of St. Charles, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2012.

Passed by the City Council of the City of St. Charles, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2012.

Approved by the Mayor of the City of St. Charles, Illinois this \_\_\_\_ day of \_\_\_\_\_, 2012.

\_\_\_\_\_  
Mayor Donald P. DeWitte

ATTEST: \_\_\_\_\_  
City Clerk

COUNCIL VOTE:

Ayes: \_\_\_\_\_  
Nays: \_\_\_\_\_  
Abstain: \_\_\_\_\_  
Absent: \_\_\_\_\_

Title Policy Regarding Use of Municipal Center Meeting Rooms  
Policy # 2012-#

Approval Date

Revision Date



### **Sections:**

- Introduction
- Facilities
- Scheduling
- Meeting Room Rules
- Reservations
- Fees

### **Exhibits:**

- Room Reservation & Hold Harmless Form

## **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**

<b>Date of Meeting:</b>	<b>Anticipated Attendance:</b>
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<b>Arrival Time</b>	<b>am/pm</b>
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<b>Actual Meeting Time: From:</b>	<b>am/pm</b>	<b>To:</b>	<b>am/pm</b>
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*Municipal Building Hours: M-F 7:30 am – 9:00 pm Sat/Sun 8:00 am – 3:00 pm*

**SECTION 1: ORGANIZATION / COMPANY INFORMATION**

<b>Name of Organization:</b>
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<b>Name of Applicant:</b>
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<b>Address:</b>
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<b>City , State, Zip:</b>
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<b>Contact Person:</b>	<b>Cell number:</b>
	<b>Office number:</b>

<b>Contact Email:</b>	
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**Please check the appropriate type of organization/company:**  
 For profit     Not-for-Profit     Political/Civic     Other

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<i>For Office Use Only</i>		
Date _____	Approved _____	Declined _____
Deposit _____	Room Fee _____	
Room/s Assigned: _____		

**ALL CANCELLATIONS MUST BE IN WRITING**  
 Please fax cancellation notices to: 630.377.4440  
 or email: receptiondesk@stcharlesil.gov  
 Mail to: City Administrator's Office,  
 2 E. Main St., St. Charles IL 60174

**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

Date

Organization

Name

Address

Dear

Over the past 18 months, the City of St. Charles has initiated measures to ensure the safety of our facilities and the persons who visit them. You may have noticed these measures during your most recent visit to City Hall. The city is now preparing to move forward with an additional step that may impact outside organizations who hold meetings at the municipal building (City Hall) after standard business hours (4:30 p.m. Monday-Friday) or on weekends.

Effective May 1<sup>st</sup>, the City of St. Charles will have security staff stationed at the reception desk during non-business hours when meetings and events are being conducted. The purpose of this is twofold:

- To aide in the safety and security of the building and the people using it.
- To provide assistance and support to those that are visiting the building.

With the implementation of this new measure, some additional rules will go into effect. Outside organizations will still be permitted to use City Hall meeting rooms under these new rules; however, there will be some restrictions placed on that use and a fee may be required. Under the new rules:

- Outside organizations may use City Hall meeting rooms free of charge on dates that the building is open for city meetings (e.g., City Council, committees, and commission meetings), provided that the meeting concludes by 9 pm.
- Outside organizations may use City Hall meeting rooms on other dates/times in exchange for payment of a fee of \$15.00 per hour to cover the actual cost of the personnel required.

If your organization currently meets on a day/time when city meetings are being held, these changes will have little impact on you. In fact, the only change that you will notice is the staff person stationed at the front desk as you enter and exit the building.

If your organization currently meets on a day/time when city meetings are NOT being held, these changes will have a greater impact on you. You may consider the following options:

- You may keep your same date and time and pay the required hourly fee.
- You may try to schedule your meeting(s) on a date that coincides with a city meeting.

- You may consider alternative locations for your meeting.

All organizations must submit the attached form to the City Administrator's Office via mail, fax, or e-mail by March 15, 2012.

If your organization is interested changing your meeting date to when city business is being conducted (most Mondays and some Tuesdays, Wednesdays, and Thursdays), please call the City Hall receptionist at 630-377-4400. She can tell you if you are currently holding your meeting on a city business night and what alternatives are available.

For many years, the City of St. Charles has offered the use of city meeting rooms to community organizations and groups. We will continue to do so under the new guidelines and look forward to serving you.

If you have any questions, please contact the City Administrator's Office at 630-377-4422.

Sincerely,

Brian Townsend  
City Administrator

Enc.  
Meeting Request Form

# City of St. Charles Meeting Room Request Form

Meeting Date: \_\_\_\_\_ Frequency of Meeting \_\_\_\_\_

(List a second choice of date): \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Info:

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

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Number of People Attending \_\_\_\_\_

Additional Information:

**Return this form to:**

City Administrator's Office  
2 East Main Street  
St. Charles, IL 60174  
Email: [cao@stcharlesil.gov](mailto:cao@stcharlesil.gov)