



City of St. Charles

Room Reservation Request Requirements

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I. Introduction

The purpose of this policy is to establish rules and regulations governing the use of Municipal Building meeting space by outside organizations. 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 government affairs. These rooms are not available to any for-profit organizations.

II. Facilities

The Municipal Center has six rooms available for public use.

- **City Council Chambers** - room capacity of approximately 150
- **Council Committee Room** - room capacity of approximately 20
- **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** - room capacity of approximately 20

III. Scheduling

Meeting rooms are available from 8:00 a.m. to 9:00 p.m. Monday through Friday.

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 Association 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.

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.
 - For-profit organization meetings.
 - 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. The City reserves the right to cancel any groups that employ this practice.
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. The City's facilities are non-smoking.
6. Alcoholic beverages and drugs are not permitted. Furthermore, persons under the influence of alcohol or drugs 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 programs. No advertisement or announcement implying such an endorsement or sponsorship will be permitted.
9. Groups using the meeting rooms must provide 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 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 meeting rooms, except for the rearrangement of furniture, which must be returned to the original arrangement.
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. All users must supply their own HDMI cable and laptop when utilizing the presentation functions of the rooms.
14. No nails, tacks, tape, etc., are to be used on the walls or white boards.
15. Groups are responsible for room setup and cleanup.
16. Children must be supervised at all times and no user may use the meeting rooms solely for babysitting purposes.
17. All signs must comply with City ordinance. Indoor directional signage must be approved by the City Administrator's office.
18. Animals are not allowed except for service dogs.
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 City buildings except as otherwise specified.
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, unless specifically authorized by the City Administrator.
24. Each organization/group using the meeting rooms is responsible for reimbursing the City for any and all damage done or presumed to have been done to city-owned furniture, equipment and/or the facility.
25. Check all AV requirements at least 24 hours in advance of the meeting to troubleshoot any issues. Jump drives used in City computers must be scanned for viruses by City staff prior to use.
26. Groups must designate a greeter in the Municipal Building Lobby to escort attendees through the locked lobby door to the meeting rooms. Security personnel/receptionists must remain at the front desk.

NOTE: Failure to comply with any of the listed requirements may result in the denial of future requests to use the meeting rooms.

V. Reservations

The meeting rooms are available for reservations as follows

Municipal Building Monday-Friday 8:00 am to 9:00 pm*

*Special requirements for room reservations after 4:30 p.m. **(See Section VI).**

1. Reservations are required for meeting rooms.
2. Appointments are required to view the rooms; drop-in requests cannot be accommodated. Please send your request to receptiondesk@stcharlesil.gov.
3. Groups wishing to reserve meeting space must complete the required application.
4. 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.
5. Reservation times must reflect the group's setup and cleanup time.

6. Applications must be submitted to the City of St. Charles, 2 East Main Street, St. Charles, IL 60174 - Attn. City Administrator's Office, or emailed to receptiondesk@stcharlesil.gov.
7. Application does not guarantee approval of meeting room requests.
8. Once an application has been submitted, the City will then approve or deny the application. Groups will be notified of approval or denial within ten (10) business days. If approved, the reservation is considered temporary until a Certificate of Insurance is received.
9. The application and certificate of insurance 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 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.
11. Municipal Building staff is not available to assist with any technical issues after 4:30 p.m. While several rooms are equipped with presentation equipment, functionality and availability is not guaranteed.
12. Groups must vacate the room by the time specified on the application.
13. Groups may not assign their reservation to another group.
14. Groups who would like to cancel their reservation must notify the City as soon as possible in writing via email at receptiondesk@stcharlesil.gov, and may not be rescinded later. 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 suspended.
15. All current CDC guidelines must be adhered to (face masks, social distancing, etc.)
16. 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 (via phone or email) and reschedule the reservation. If this is not possible, the group will be notified.
17. If the submitted application is incomplete, no reservations will be made.

VI. Fees (applicable to meetings after 4:30 p.m.)

Room rental fees are charged to assist with staffing, maintenance and security costs. Fees do not apply to City users.

- Hourly fee\$15.00 per hour*
- Hours are billed quarterly. Partial and unused hours are not refundable.

1. Evening meetings are only allowed when security personnel are present.
2. When the City holds a public meeting (e.g., City Council, Housing Commission), security personnel will be provided at the front desk.
3. There will be no charge for non-City groups that hold a meeting at the same time as a scheduled public meeting for the duration of the scheduled public meeting.
4. Non-City groups that wish to hold a meeting outside of scheduled public meeting times must pay \$15/hour to cover the cost of required security personnel.*
5. If a non-City group holds a meeting that starts before a scheduled public meeting, the group is responsible for security costs up to the start time of the public meeting.

Example:

HOA Meeting: 4 p.m. to 8 p.m.

City Council Meeting: 7 p.m. to 9 p.m.

The HOA is responsible for security costs from 3:30 p.m. (security arrival time) to 7:00 p.m.

6. If a public meeting is cancelled, the City will still provide security personnel for the duration of the originally scheduled meeting. There will be no charge for non-City groups meeting during the time of the previously scheduled meeting.