VILLAGE OF OSWEGO
OUTDOOR GAZEBO POLICY

The Village of Oswego Outdoor Gazebo is available for functions associated with the Village of Oswego, 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 use of the gazebo, please complete the Application Form and return it to the Village Hall, Attn: Executive Assistant at 100 Parkers Mill, Oswego, Illinois 60543. Phone: 630.554.3618. Fax: 630.554.3306. Please read the following policy before applying.

Facilities

The Village of Oswego has one outdoor Gazebo available for public use.

Scheduling

Functions are scheduled on a first come first serve basis based on the following priorities:

1. Village of Oswego.
2. Official Agencies, Committees, and Boards of Governmental entities located in the Village of Oswego.
3. Educational, cultural, civic and informational events of organizations located in the Village of Oswego.
4. Village Residents
5. Non-Village Residents

Gazebo Use Rules

Groups using the Gazebo 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 Gazebo is not available for the following purposes:
   - Commercial use.
   - Fundraising activities.
   - Club meetings or installation ceremonies that have secret rituals.
   - Meetings that interfere with the functions of the Village of Oswego and/or its users because of noise or other factors.
   - Classes or demonstrations involving hazardous materials and/or weapons.
2. The name, address and /or telephone number of the Village of Oswego may not be used as the address as the headquarters for any group using the Gazebo nor can the Village's phone number be advertised for registration purposes. Calls cannot be directed to the Village of Oswego. 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 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 on the premises.
7. Attendance at meetings must be limited to the stated capacity of the gazebo.
8. Use of the Gazebo 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 Gazebo must provide a certificate of insurance with the exact time and date the room will be used specified and the Village of Oswego listed as an additional insured. The certificate should reflect the following limits of insurance:
   Limits of liability: $1,000,000 - General Liability.
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 to the Gazebo 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 Gazebo will be provided.
13. No additional furniture or equipment, other than audiovisual aids, may be used without prior approval of the Office Manager or his/her designee.
14. Nails, tacks, tape, etc. and the hanging, tacking and/or posting of flyers, signs, and/or posters on the structure are prohibited.
15. All activities taking place in the Gazebo may not discriminate on the basis 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 Gazebo setup and cleanup.
17. Groups using the Gazebo are not permitted to use the Village lunchroom or to eat or drink any food or beverages designated for the Staff or Village.
18. Children must be supervised at all times.
19. Groups are permitted to utilize the Gazebo once per month.
20. All signs must comply with Village ordinance. Directional signage must be approved by the Office Manager.
21. Animals are not allowed except for dogs assisting the disabled.
22. 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.
23. Groups using the Gazebo are prohibited from using other areas of Village buildings except as otherwise specified.

24. The Gazebo must be left clean and in good condition. All waste must be disposed of properly.
25. For decorations, the existing eye hooks may be used. Use of any additional tape, tacks, screws, or nails is prohibited.
26. The use of rice, bird seed and bubbles is prohibited.
27. Each organization/group using the Gazebo 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.
28. The Office Manager or his/her designee is the person empowered to make decisions regarding the availability, use, and approval of Gazebo applications. Requests for exceptions to the above rules, regulations and policies must be submitted in writing to the Executive Assistant or his/her designee.

NOTE: Failure to comply with any of the listed requirements will result in the forfeiture of the group's security deposit and/or denial of future request to use the Community Rooms.

Reservations

The Gazebo is available for reservations as follows :

1. Reservations are required for Gazebo 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. Reservation times must reflect the group's setup and cleanup time.
5. Applications must be submitted to the Village of Oswego at Village Hall, 100 Parkers Mill, Oswego IL 60543 /Attn. Executive Assistant.
6. Application does not guarantee approval of Gazebo requests.
7. Once an application has been submitted, the Village will then approve or deny the application. Groups will be notified of approval or denial within three (3) business days. If approved, the reservation is considered temporary until all fees are paid and a certificate of insurance is received.
8. The reservation, certificate of insurance and fees (cash or check made payable to the Village of Oswego) are due no later than ten (10) days prior to reservation.
9. 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.
10. Groups must vacate the room by the time specified on the application.
11. Groups may not assign their reservation to another group.
12. Groups who would like to cancel their reservation must notify the Village of Oswego 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 Gazebo may be suspended. Groups whose cancellation complies with requirements shall be entitled to reimbursement of all fees.

13. 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

Rental fees are charged to assist with staffing, maintenance and security costs. Fees do not apply to Village uses and official homeowners' associations with the Village of Oswego. All fees are due and payable to the Village of Oswego no later than ten (10) days in advance of the meeting.

- Gazebo Rental (Resident) No Charge
- Gazebo Rental (Non-Resident) $ 50.00
- Security Deposit* $100.00

* Security deposits are returned within 21 days, after a satisfactory inspection of the room(s) by Village Staff.

Definitions

Homeowners Association - A homeowners group that has a 501C3 status with the Internal Revenue Service..

Revised 08/6/2013

VILLAGE OF OSWEGO
OUTDOOR GAZEBO RESERVATION
APPLICATION FORM

To request a reservation for the Gazebo, please complete and submit the form below to the Village of Oswego Village Hall, 100 Parkers Mill, Oswego, Illinois 60543. Phone (630) 554-3618. Fax: (630) 554-3306.

Group Name: _____ Type of Organization: _____

Contact Name: _____

Address: _____ City: _____ Zip: _____

Daytime Phone Number: _____ Evening Phone Number: _____

Daytime Fax Number: _____ E-mail Address: _____

Please circle the applicable answers:

Will beverages be served?	Yes	No
Will food be served?	Yes	No

Day and Date Requested: _____

Event Times – Start: _____ Finish: _____

When requesting event 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 Event: _____

_____

By completing this application, the applicant agrees that they have read and will abide by the Village of Oswego Gazebo Policy (a copy of which is attached) and to indemnify, hold harmless, and defend the Village of Oswego 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 Oswego Gazebo Policy.

Signature: _____ Date: _____

For Office Use Only:

Date Application Received:
Date Group Notified of Approval/Denial:
Date Police Department Notified:
Date Public Works Notified:
Date Deposit Returned/Charged:

Approved or Denied Date:
Date Fees and Insurance Receive
Amount:

8/6/2013

VILLAGE OF OSWEGO
OUTDOOR GAZEBO RESERVATION NOTIFICATION

This notification will be sent after a Gazebo reservation is approved or denied.

Dear _____,
(Group Name)

Your application for use of _____, (_____ people) on _____
(Room) *(Number)*
has been approved / denied.

Approved reservations are considered temporary until the Village of Oswego receives all fees and a certificate of insurance. The total amount due is_____.
(Gazebo Rental + Security Deposit)

Reason for denial of application: _____

_____

Signature: _____ Date: _____

For Office Use Only:

Date Notification Sent:
E-mailed/Faxed: