

# VILLAGE OF OSWEGO COMMUNITY ROOM POLICY

The Village of Oswego Community Rooms are available for meetings and 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 the meeting space, please complete the Application Form and return it to the Village Hall, Attn: Office Manager at 113 Main Street, Oswego, Illinois 60543. Phone: 630-554-3618. Fax: 630-554-3306. Please read the following policy before applying for the Community Room meeting space.

## **Facilities**

The Village of Oswego has two community rooms available for public use.

1. Oswego Law Enforcement Center, 3525 Route 34 Room Capacity 45
2. Oswego Public Works Facility, 100 Theodore Drive Room Capacity 60

Groups have the option to request the use of the Kitchenette, which includes a refrigerator, sink and coffee maker.

Chairs, tables and a podium are available for use. Audio, visual and projection equipment must be supplied by group utilizing the space.

## **Scheduling**

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

1. Village of Oswego meetings.
2. Meetings of Official Agencies, Committees, and Boards of Governmental entities located in the Village of Oswego.
3. Official Village of Oswego Homeowner's Association's business meetings.
4. Educational, cultural, civic and informational events of organizations located in the Village of Oswego.
5. Educational, cultural, civic and informational events of organizations located outside of the Village of Oswego's immediate boundaries.

## **Community Room Rules**

Groups using the Community Room 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 Room is 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 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 Community Rooms nor can the Village's phone number be advertised for registration purposes. Calls regarding meetings or during approved meetings in the Community Rooms 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 with the exception of unlocking and locking the facility.
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 in the Community Rooms or on the premises.
7. Attendance at meetings must be limited to the stated capacity of the room.
8. Use of the Community Rooms 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 Rooms 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 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, 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 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 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 Kitchens 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 and use of the stove are prohibited.
18. Groups using the Community Rooms and/or Kitchens 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 Rooms once per month.
21. All signs must comply with Village ordinance. Indoor directional signage must be approved by the Office Manager.
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 occur at meetings conducted in the Community Rooms.
24. Groups using the Community Rooms are prohibited from using other areas of Village buildings except as otherwise specified.
25. The Community Rooms and Kitchens must be left clean and in good condition. All waste must be disposed of properly.
26. Each organization/group using the Community Rooms and/or Kitchens 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.
27. The Office Manager 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 Office Manager 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 Community Rooms are available for reservations as follows

Public Works Facility	Mon.-Friday	9:00 am to 10:00 pm
	Sat/Sun	7:00 am to 4:00 pm
Oswego Law Enforcement Center	Mon-Friday	7:00 am to 10:00 pm
	Sat/Sunday	7.00 am to 4:00 pm

1. Reservations are required for Community Rooms 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. Reservation times must reflect the group's setup and cleanup time.
5. Applications must be submitted to the Village of Oswego at Village Hall, 113 Main Street/Attn. Office Manager.
6. Application does not guarantee approval of Community Room 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 the meeting.
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 Community Rooms 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**

Room 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.

- Room Rental                      \$100.00 plus \$25.00 per hour
- 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 5013C status with the Internal Revenue Service..

Revised 10/23/06

# VILLAGE OF OSWEGO COMMUNITY ROOM RESERVATION APPLICATION FORM

Oswego Law Enforcement Center      Capacity 45

Oswego Public Works Facility      Capacity 60

To request a reservation for the Community Room and/or Kitchen, please complete and submit the form below to the Village of Oswego Village Hall, 113 Main Street, 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: \_\_\_\_\_

Number of Chairs Requested: \_\_\_\_\_ Number of Tables Requested: \_\_\_\_\_

Please circle the applicable answers:

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 Oswego Community Room 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 Community Room 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 Received:

Amount:

# VILLAGE OF OSWEGO COMMUNITY ROOM NOTIFICATION

This notification will be sent after a Community Room 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 \_\_\_\_\_.  
*(Room Rental + Security Deposit + Kitchen Fee)*

Reason for denial of application: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only:**

Date Notification Sent:  
E-mailed/Faxed: