



Mayor & Village Board Standard Operating Procedure – No.012

Date Adopted: August 10, 2016
Date(s) Reviewed/Revised:

Mayor and Village Board Standard Operating Procedure No. 012, having been first adopted by the Mayor and Village Board on August 10, 2016 shall:

1. Be updated on at least an annual basis;
2. Be administered by the Assistant Village Manager and Receptionist; and
3. Be the Village of Homer Glen's Community Meeting Room Use Policy.

Signed: _____

Date: 08/10/16

VILLAGE OF HOMER GLEN'S COMMUNITY MEETING ROOM USE POLICY

Purpose

The Community Meeting Room is designed to meet the operational needs of the Village of Homer Glen, provide accommodations for Village initiated meetings and meetings of Homer Glen based not-for-profit community groups and organizations. Use of this meeting room must be approved by the Assistant Village Manager through the Village Receptionist or designee. Reservations will not be confirmed until the Community Meeting Room Reservation Form (**Exhibit A**) has been approved. Please call the Village Hall at (708) 301-0632 to check on availability.

Scheduling

Meetings are scheduled on a first come, first served basis, and reserved up to six months in advance. Scheduling is prioritized as follows:

1. Village of Homer Glen Board, Commission, Committee and staff meetings.
2. Other agencies of government.
3. Meetings of not-for-profit community groups and organizations for educational, cultural or civic purposes.

How to Reserve the Community Room

1. To reserve the Community Room, a Community Meeting Room Reservation Form (hereafter known as Room Reservation Form) must be completed and returned to the Village of Homer Glen at 14240 W. 151st Street, Homer Glen, Illinois, 60491, Attn: Receptionist Gina Villasenor or via email to Gina Villasenor at gvillasenor@homerglen.org
2. Only residents of the Village of Homer Glen who are at least 21 years of age may complete the Room Reservation Form. The person (hereafter known as Applicant) completing the Room Reservation Form shall be the contact person, in attendance at the event, and the only person to make changes in the reservation.
3. Room Reservation Forms are accepted up to six (6) months in advance of the meeting date. The room may be reserved on a month to month basis.
4. Submission of the Room Reservation Form does not guarantee approval of Community Meeting Room requests.
5. Once a completed Room Reservation Form has been submitted, the Applicant will be notified, within five (5) business days via email, as to whether his/her request has been approved or denied. If approved, the reservation is considered temporary until the security and maintenance deposit, as well as the Certificate of Insurance are received by the Village.
6. The reservation, Certificate of Insurance and deposit (check made payable to the Village of Homer Glen) are due no later than ten (10) days prior to the meeting.
7. An Applicant may not assign his/her reservation to another group.
8. To cancel a reservation, the Applicant must notify the Village, as soon as possible by calling (708) 301-0632.
9. If the Community Meeting Room is not used and a cancellation notice is not given to the Village, future use of the Community Meeting Room may be suspended.

Availability of the Community Room

The Community Room is available to rent Monday – Friday. The Community Meeting Room is unavailable on any holiday observed by the Village (**Exhibit B**) and during the hours of early voting and Election Day.

Use and Care of the Facilities

1. No activity shall be permitted which shall in any manner be potentially or directly destructive to the Village Hall property or potentially or directly disruptive to the function of the Village.
2. Set-up and clean-up is the responsibility of the Applicant's group and must be done during the reserved time. The Community Meeting Room must be returned to its original set-up.
3. The Village Hall is a non-smoking facility. Smoking, beverages (water is allowed) and food are not permitted in the Village Hall.
4. Attendance at meetings must be limited to the stated capacity of the Community Meeting Room reserved.

5. Nails, tacks, tape, etc. are not to be used on the walls, windows or floors in the Community Meeting Room.
6. Violation of this policy shall result in immediate revocation of authorization to use the facilities and denial of future requests. Each Applicant will be responsible for reimbursement to the Village for any and all Village of Homer Glen property lost, stolen or damaged as a result of use of the facilities.
7. The Applicant using the Community Meeting Room is responsible for the actions of those persons attending their functions and must take full responsibility for loss or damage to any Village property, furnishings or equipment.
8. Any group using the Community Meeting Room after normal business hours (8:30a.m. to 4:30p.m.) must vacate the Village Hall by 9:00 p.m.

Restrictions

The Community Meeting Room is not available for commercial purposes, private parties, rehearsals or fund-raising activities.

Adult chaperones will assume responsibility and must be in attendance for activities where minors are present and not under supervision of their parents or guardians. One adult (21 years of age or older) is required for the supervision of every 6 minors.

No use of the Community Meeting Room may violate any Federal, State or Local law or Ordinance and all uses must be peaceable and orderly.

The Applicant meeting in the Community Meeting Room shall not use the Village for their mailing address or direct calls relating to their meetings to Village telephones.

No firearms or weapons are permitted anywhere on Village property except those held by sworn law enforcement personnel.

Security and Maintenance Deposit

A refundable security and maintenance deposit must be submitted to the Village. This deposit is assessed to cover the cost of any damages, maintenance fees or the replacement of lost or stolen equipment. A security and maintenance deposit of \$150.00 must be paid to the Village of Homer Glen no later than ten (10) days prior to the Applicant's meeting.

The deposit will be refunded, within three (3) to four (4) weeks, in full or part based upon an assessment of the facilities.

The Security and Maintenance Deposit are subject to review and change.

Certificate of Insurance

A Certificate of Insurance for \$1,000,000 coverage must be submitted 72 hours prior to the use of the Village's Community Meeting Room. The Certificate of Insurance will name the Village of Homer Glen as additional insured and will include the name, date, time and location of the event.

Individuals may obtain insurance coverage through a program offered by the Village's insurance provider. The Tenant User Liability Insurance Program (TULIP) helps individuals and groups protect themselves and their guests at meetings held in the Village's Community Meeting Room. To apply for insurance through TULIP, the Applicant can purchase coverage online through the One Beacon Entertainment Website (**EXHIBIT C**). The Applicant is required to enter the event information into the secure website and an instant quote is generated. Coverage can be purchased online with a credit card. During the application process, tenant users must enter the Village's facility code: 0501-D03. The cost for TULIP is based on the type of event, number of people attending, event length and several other factors. A certificate of insurance is then sent to the Applicant with a copy sent to the Village.

Applicants are not required to purchase insurance coverage through TULIP. Insurance can be obtained through commercial entities; however, the cost of coverage through TULIP is likely to be the least expensive option available.

Village Responsibility

The Village is not responsible for equipment, supplies, or any other materials owned by the Applicant's organization and used in the Community Meeting Room. All items brought into the building must be removed immediately after the meeting.

The Village reserves the right to cancel a reservation, when necessary, as a result of conflicts with Village activities or when it appears to be in the best interest of the Village of Homer Glen. The Village will attempt to give at least 24 hours notice.

Liability

In consideration for the use of the facilities, the Applicant agrees to indemnify, hold harmless and defend the Village of Homer Glen from any and all liability or loss that the Village of Homer Glen may sustain as a result of claims, demands, costs or judgments arising from the Applicant's use of the facilities during the period of time the Applicant uses the facilities.

Severability

If any provision, clause, sentence, paragraph, section, or part of this Policy and Agreement, or application thereof, to any person, organization, entity or circumstance shall for any reason be adjudged by a court of competent jurisdiction to be unconstitutional or invalid, said judgment shall not affect, impair or invalidate the remainder of this Policy and Agreement, and this Policy and Agreement shall be in full force and effect as if such unconstitutional or invalid provision, clause, sentence, paragraph, section, or part thereof.

No Endorsement

The fact that an organization is permitted to meet in the Village Hall does not in any way constitute an endorsement of the group's policies, beliefs, or activities by the Village of Homer Glen. No advertisement or announcement implying such endorsement will be permitted.

Equal Opportunity

Activities taking place in the Community Meeting Room must be open to all citizens, regardless of age, sex, race, religion, national origin, or physical handicaps. It is the responsibility of the Applicant to provide any and all reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

Storage

No storage is available at the Village Hall. All materials and equipment must be removed immediately after each event. The Village is not responsible for damage to any materials or equipment. Any cost incurred by the Village for disposal of materials left at the Community Meeting Room will be subtracted from the deposit.

Damages

The Village reserves the right to retain all or part of the deposit for damage and disorder that occurs during a particular groups use. Costs incurred in excess of this deposit for repairing damages not due to normal wear will be billed to the renting Applicant within ten (10) days of occurrence. Payment must be made within thirty (30) days of completed room usage.

Property and Equipment

Permanent equipment must not be removed or altered under any circumstances.

Admission Fees

The Community Meeting Room is intended for use by the residents of the Village of Homer Glen. Admission fees will not be charged unless authorized by the Village of Homer Glen Board of Trustees.

Exhibit A

VILLAGE OF HOMER GLEN Community Meeting Room Reservation Form

Thank you for your interest in using the Community Meeting Room located at 14240 W. 151st Street in the Village of Homer Glen. The Community Meeting Room is available to Village of Homer Glen non-profit organizations, Homer Glen clubs, and Homer Glen Homeowner's Associations. We suggest submitting applications several months prior to the event. The room is not available for fundraisers, commercial, or private use.

Return the completed Reservation Form to the Village of Homer Glen, 14240 W 151st Street, Homer Glen, IL 60491. ATTN: Gina Villasenor, Receptionist or email to gvillasenor@homerglen.org.

Please Print:

Date Requested: _____ Hours Requested: _____

Applicant's Name: _____ on behalf of: _____
(Organization Name)

Applicant's Phone #: _____ Email: _____

Type of Event: _____

Date of Use: _____ # of Expected Attendees: _____

Hours of Use: _____ (no later than 10:00 PM)

Requesting use of (please check the appropriate box):

Small Community Room Only (Capacity 210): Entire Community Room (Capacity 483):

Large Community Room Only (Capacity 273):

Equipment Requests: # of **Tables** required: _____ # of **Chairs** required: _____ # of **Easels** required: _____

Podium: _____ **Projector** (Small community room only): _____ **TV Monitor** (Large or entire community room only): _____ **Audio:** _____

HDMI Cable: _____ (For connection to the projector and/or television. *Please note: applicant's computer must have HDMI port*)

I have read the Community Meeting Room Use Policy and agree to the terms stated. Furthermore, I understand I must meet with the Facilities Manager or his/her designee during regular business hours at Village Hall at least 48 hours in advance of the rental for a brief orientation regarding the community room.

Signature of Applicant (on behalf of the above mentioned organization) *Please draw the preferred room layout on the reverse side of this form.*

For Office Use Only

Date Received: _____ Deposit Received: _____ Fob # Issued: _____

Date Approved: _____ Dated Fob Issued: _____ Certificate of Insurance: _____

Approved by: _____ Deposit Returned: _____ Copy Given to JROB: _____



EXHIBIT B

HOLIDAYS OBSERVED BY THE VILLAGE OF HOMER GLEN*

New Year's Day

Martin Luther King Day

President's Day

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving Day

Friday immediately following Thanksgiving Day

Christmas Eve

Christmas Day

New Year's Eve

** The Community Meeting Room is unavailable during the hours of early voting and on Election Day*



EXHIBIT C

Information Regarding the Tenant User Liability Insurance Program (TULIP)

The following information may be found on the Illinois Municipal League's Website www.imlrma.org however, it has been provided below for ease of use.

TULIP

TULIP is a cost effective liability insurance program that helps individuals and groups - called tenant users - protect themselves and their guests at events held at Village-owned facilities. IMLRMA member communities such as the Village of Homer Glen are automatically eligible to offer TULIP to tenant users, at no cost to the Village.

How TULIP Works

1. Tenant users purchase coverage online through the One Beacon Entertainment website. Log onto www.onebeaconentertainment.com then click on "TULIP (Purchase or Quote)."
2. Enter the Village's Venue ID- Code **0501-D03**.
3. Select the Event Details or "Eligible Activity" from the drop down window.
4. Answer the four questions.
5. Select the date range for the event on the calendar by clicking on the day of the event (If multiple dates, select all of these). Please note the Village will not accept room reservations made for more than six months in advance.
6. Name Event, then click on no for Liquor Liability.
7. Then add Anticipated Attendance.
8. Then answer the next four questions (if applicable).
9. At this point in the registration process, you are able to "Get Quote."

If you would like to proceed and purchase the coverage, please complete the requested Contact and Credit Card information and coverage is automatically bound. When you purchase coverage, a Certificate of Insurance is issued and sent vial email, in your Name or the Organization's Name, with a Certificate automatically sent vial email to the Village of Homer Glen.

If you experience any technical difficulties, please contact Entertainment Brokers International at 1-800-507-8414 (8:30a.m. To 5:00p.m. PST).