

## **Village of Northbrook**

### **Village Hall Meeting Room Policy**

The Village of Northbrook offers meetings rooms in the Village Hall for use by community groups within Northbrook. This Policy establishes the processes, terms, and standards for use of the meeting rooms.

#### **Availability and Use of Meeting Rooms**

The following meeting rooms are available for community use:

- Board Room (Seating for 84) no food allowed, bottled water only
- Terrace Room (Seating for 37)
- Shermer Study (Seating for 20)
- Tower Room (Seating for 16)
- General Government Conference Room (Seating for 15)
- Development and Planning Services Conference Room (Seating for 19)

#### **Reservation Times**

The meeting rooms may be reserved for a group's use at the following times:

- Monday through Friday between 9:00 a.m. and 4:15 p.m.
- Tuesday and Thursday evenings between 5:00 p.m. and 9:00 p.m.
- PLEASE NOTE: No meetings will be scheduled during the 5<sup>th</sup> week of the month)
- ***All groups must conclude and leave the Village Hall by 9:00 p.m.***

#### **Priority of Use**

Because of limited space and time, the Village has established the following priority of use for meeting rooms:

1. Village of Northbrook business.
2. Village-sponsored or co-sponsored functions.
3. Not-for-profit 501(c)(3) organizations serving Northbrook whose purposes are educational, cultural, or civic in nature.

#### **Use Limitations**

The following uses are not permitted:

- Partisan political organizational debates, conventions, rallies, protests, celebrations, or similar events.
- *Commercial purposes such as the sale, advertising, solicitation, or promotion of any products or services.*
- Any meeting for which a fee, donation, or other monetary contribution is required.
- Private social meetings and parties, including birthday and graduation parties, wedding and baby showers, anniversaries, and similar gatherings.
- Groups that have no members residing within the Village.
- Any illegal activity.

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### **Endorsement**

Permission by the Village for use of a meeting room does not constitute an endorsement or sponsorship by the Village of the group. No group may state or imply Village endorsement or sponsorship when publicizing the meeting or at the meeting. Any communications and advertising must clearly state: *"This event is not endorsed by or sponsored by the Village of Northbrook."*

### **General Rules and Regulations**

The following standards apply to use of Village Hall meeting rooms:

- The Village complies with the Americans with Disabilities Act ("ADA") by making reasonable accommodations for persons with disabilities. All groups are responsible for complying with the ADA, which requires that a meeting, and materials used at a meeting, be provided in an accessible format in response to a request. It is not the Village's responsibility to provide Hard of Hearing sign language.
- There is no space available for storage of equipment and other items before or after a meeting.
- The group is responsible for the safety of or damage to personal property. The Village is not responsible.
- No person or group may use the Village as a mailing address or telephone number.
- The Village's telephones and other administrative systems and equipment are not available for use by groups or members of groups.
- Smoking, use other tobacco products, and use of e-cigarettes is prohibited within the Village Hall.
- Alcoholic beverages are prohibited within the Village Hall.
- Food and beverages are not permitted at a meeting, except that water and beverages in cups with secure lids are permitted in conference rooms.
- Excessive noise or any other activity that disrupts use of the Village Hall by others is not permitted.
- No hazardous materials, incendiary devices, or devices with flame, such as candles, are permitted in Village Hall.
- Animals, including pets, are not permitted in the Village Hall except for service animals related to a disability, except with the prior written approval of the Village Manager.
- All groups must obey posted room occupancy limits.

### **Reservations**

Reservations for Village Hall meeting rooms must be made in person or by phone. Emails may be used to confirm, but not to reserve the rooms. The following standards apply to reservations:

- Each reservation must be submitted by a Northbrook resident aged 18 years or older. A request for a reservation must be made at least 14 days in advance of the meeting, except that the Village Manager may waive this requirement for good cause.
- The application must state the desired set-up and equipment from the options listed on the reservation form. The options cannot be changed after the reservation has been approved by the Village. Special set-ups not listed on the reservation form are not available.
- Submission of a room request indicates agreement that the person who submitted the request and all attendees will comply with all standards in this Policy.
- A room reservation is not final until the person submitting the request receives confirmation from the Village and has paid any applicable fee by check or credit card.

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- The Village may deny an application for the following reasons: Unavailability of space; conflicting uses, public health, safety, or welfare, noncompliance with a standard set forth in this Policy, or other reason in the reasonable exercise of the Village's discretion.
- Room reservations are not transferrable.
- No person or group may reserve meeting rooms for more than 12 meetings in any 365-day period.
- Access to the meeting rooms is not available prior to the stated start time of the reservation.
- All persons must leave the meeting room and the stated end time from the meeting. The failure of all persons to leave on time may result in a fee and in deny of future meeting rooms reservation applications.

**Equipment Orientation**

If equipment has been reserved, a member of the Village Staff will provide orientation at the start of the meeting. The Village Staff will not be available to operate equipment during the meeting.

**Cancellations for Violations and Emergencies**

The Village may cancel a meeting immediately if the group violates a condition related to the meeting or a provision of this Policy. The Village also may cancel a meeting in the event of an emergency or threat to the public health, safety, or welfare.

**Failure to Use Room as Scheduled**

If a group does not use a meeting room as scheduled or does not cancel a reservation at least 24 hours in advance of the meeting start time, then the Village will impose a cancellation fee on that group of \$100. In addition to the cancellation fee, the Village may deny future reservation requests from that group (In any case, room reservations for future meetings shall neither be taken nor recognized if a group has any outstanding fees due).

**Equipment**

The following equipment is available for meetings at the rental fees stated below. The equipment must be listed in the application at the time it is submitted. Applicant is responsible for lost or damaged equipment. An additional fee will be

- ***Please note the podium in the Boardroom should NEVER be moved as there are cable connections to floor.***
- VGA Cable connection to projector (**Boardroom and Terrace Room only**).      Applicant should bring MAC adaptor for VGA.
- Conference Table
- Conference Chairs
- Wi-Fi (Is typically available in the Boardroom and Terrace Room)
- Ceiling mounted projectors (**Boardroom and Terrace Rooms only**)
- Screens (**selected rooms**)
- Handheld Wireless Microphones (**Boardroom Only**)

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### **Rental Fees**

Rental fees are due at the time of registration unless noted otherwise. Rental fee may be paid by check or credit card. A registration will not be confirmed until the fees are paid. The rental fees are as follows:

- Room reservation: \$25.00 per room rental (4-hour maximum). The Village will waive the fee if there is no staff time or Village equipment required.

### **Equal Opportunity**

The meeting rooms are available to reasonably accommodate all residents regardless of age, sex, race, religion, national origin, or disability.

### **Hold Harmless/Indemnity**

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the Village of Northbrook, its officials, employees, agents and volunteers against injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys fees), which may in anywise accrue against the Village of Northbrook, its officials, employees, agents and volunteers, arising in whole or in part or in consequence of use of Village Hall meeting rooms or which may in anywise result therefore, except that arising out of the sole legal cause of Village of Northbrook, its officials, employees, agents and volunteers. The undersigned shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village of Northbrook, its officials, employees, agents and volunteers in any such action, the undersigned shall, at its own expense, satisfy and discharge the same.

### **Liability**

The group agrees to indemnify the Village against any loss, cost, expense, or damage occasioned by the use of a meeting room. In addition, the group is responsible for damage to the meeting room and its contents, including without limitation any equipment used by the group.

### **Cleaning Charge**

The Village will impose a charge on the group for any extraordinary meeting room cleaning or repair that are required because of the group's use. The charge will include the full cost of that cleaning and repair.

### **Withdrawal of Meeting Room Privilege**

A failure of a group or any member of the group to comply with any conditions applicable to a meeting or any provision of this Policy may result in revocation of the group's privilege to use Village Hall meeting rooms.

### **Policy Changes**

The Village may revise this Policy at any time.