

# Village of Bloomingdale Administrative Policy

Title: Use of Village Facilities & Equipment  
Chapter: Public Use of Village Grounds & Facilities  
Policy Number: 7.1  
Creation Date: July 30, 2003  
Issued By: Village Administrator  
Approved By: Village Board  
Last Revised: September 10, 2012

## I. Purpose

This policy is designed to provide meeting and/or event space at the Village Hall, Police Station and at other Village owned properties for local volunteer organizations as a public accommodation within certain parameters. A local volunteer organization, (an ~~organization~~) includes all bona fide nonprofit, religious, charitable, fraternal, educational, homeowners or veterans organizations, and which provide service to Village residents and businesses.

## II. Policy

- A. Administration of this Policy . Pursuant to the duties and responsibilities laid out in the Village Code, the Village Administrator is charged by the Board of Trustees with the administration of this policy.
- B. Application - Organizations desiring to use Village facilities shall secure a Village Facility Use Application and Agreement form from the Office of the Village Administrator at Village Hall, or by calling (630) 671-5610. A fully completed application form and certificate of insurance should be submitted to the Office of the Village Administrator at least one (1) week prior to the date of the event. Arrangements can be made for use of a Village facility by an organization each calendar year. Standing reservations may be made for one (1) year at a time. Organizations will be booked by the date a completed application is received. The first organization to bring in the completed forms will be listed with the first choice of date, time and place on the calendar. The Village Administrator (or designee of) will coordinate public use of the Police Department Training Room with the Police Department Secretary.
- C. Approval
  1. The Village will grant permission for use of facility within a range of the usual requests. Any request, which may be considered by the Village Administrator to fall outside of the provisions of this policy, will require Board approval.
  2. Permission to use the meeting room does not constitute an endorsement of an organization's policies or beliefs.
  3. These rules and regulations may be modified for official Village functions when deemed appropriate. The Village reserves the right to deny permission for use of Village grounds or facilities.

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4. The Village reserves the right to rescind permission granted for good cause, upon reasonable notification.
5. It is understood that the Village facilities are available by special arrangement only, and that the Village's municipal activities have preference over organization activities for use of Village facilities, and that, the Village reserves the right to cancel any reservation at any time.

### D. Exclusions

1. Commercial groups - A meeting/event is defined as for a commercial purpose if the organization sponsoring or conducting the meeting/event has as the purpose of the meeting/event to advertise, promote, or sell a product or ; or to train and motivate its employees; or for any and all other business-related functions such as market research, interviewing applicants, etc., however, this exclusion does not pertain to an organization as defined in Section I raising revenue to support their community services.
2. Social or private functions.
3. No admission, fee or donations are to be charged by any organization using Village grounds or facilities for attendance, products or services; however, this exclusion does not pertain to an organization as defined in Section I raising revenue to support their community services.

### E. Village Facilities

#### 1. Meeting Rooms

- a) Community Room . located on the lower level of the Village Hall accommodates forty (40) meeting attendees, handicapped accessible.
- b) Administrative Conference Room . located on the first floor of the Village Hall, accommodates fifteen (15) meeting attendees, handicapped accessible.
- c) Council Chambers . located on the first floor of the Village Hall accommodates eighty-five (85) meeting attendees, handicapped accessible.
- d) Police Department Training Room . located in the basement of the Police Department, accommodates seating for fifty (50) meeting attendees, with a computer, overhead projector, and a sound system available for use, handicapped accessible through the police department elevator.

#### 2. Village Parks & Open Space

- a) Founders Park Gazebo Area . located at the south end of the Village Hall parking lot in front of the Bloomingdale Public Library. The Gazebo is open for passive public use purposes on a daily basis. Organized events and gatherings are subject to review and approval in accordance with this

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policy. The number of event attendees that can be accommodated depends on the day and time of event, and whether the gazebo parking area (or portion thereof) is utilized for the event.

- b) Old Town Park . located at 111 Third Street is open for passive public use on a daily basis. Public use of Old Town Park for organized events is subject to review and approval by the Bloomingdale Park District in accordance with their policies and procedures, except as set forth for Village festivals in the Village's Intergovernmental Agreement with Bloomingdale Park District.
  - c) Other Village Property: Use of other Village property, including, but not limited to the Indian Lakes Open Space, which is open for passive use on a daily basis, and the Village Hall Parkway, etc., is subject to review and approval by the Village Administrator, or an authorized designee, on a per event basis.
3. Restrooms: Restrooms are located on each level of the Village Hall and Police Station.
4. Kitchens:
- a) A kitchen is available in the lower level Village Hall Community Room for food preparation and consumption.
  - b) A kitchenette is available outside of the Administrative Conference and Council Chambers on the first floor of the Village Hall, and outside the Police Department Training Room in the basement of the Police Department. Kitchenettes can only be used by organizations to serve prepared foods; no food preparation is allowed.
5. Parking: There are fifty-nine (59) visitor spaces available during regular Village Hall hours, and ninety-five (95) visitor spaces available when the Village Hall is closed, plus four handicap spaces. Visitor parking spaces number and are located, as follows:

Location	Village Hall	After Hours	Handicap
In front of Village Hall	3	3	1
Behind Village Hall	12	40	3
Overflow Lot	20	20	0
Gazebo	24	32	1
<b>TOTAL</b>	<b>59</b>	<b>95</b>	<b>5</b>

6. Equipment: The following equipment is available for use by the organization; however, some items are available only by arrangement with the Police Department Secretary.
- a) Color Television (Conference Room & Police Training)
  - b) DVD Player (Conference Room & Police Training)

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- c) Overhead Projector: Police Training Room Only (By Arrangement)
- d) Projection Screen: Police Training Room Only (By Arrangement)
- e) Podium: Police Training Room
- f) Dias: Council Room
- g) Display Easel: Council Room
- h) Dry Erase Board: Conference Room & Police Training (Dry Erase Markers not provided)

7. Tables & Chairs: The following number of tables and chairs are normally located within each meeting room, but cannot be guaranteed. Each organization is responsible for setting up table and chairs for their meetings, and returning each them to their original location.

- a) Council Room
  - i) (1) Dias
  - ii) (3) Tables 6qx 2 ½ ±
  - iii) (15) Chairs (Permanent)
  - iv) (60) Chairs (Portable)
- b) Conference Room
  - i) (1) Tables 12 ½ ±x 4q
  - ii) (30) Chairs (Permanent)
  - iii) (0) Chairs (Portable)
- c) Community Room
  - i) (4) Tables 6qx 2 ½ ±
  - ii) (0) Chairs (Permanent)
  - iii) (30) Chairs (Portable)
- d) PD Training Room
  - i) (10) Tables 8qx 2 ½ ±
  - ii) (0) Chairs (Permanent)
  - iii) (30) Chairs (Portable)

F. Facility Use Regulations - If permission is granted, the organization/group agrees to abide by the following:

1. Completion of a Facility Use Application and Indemnity Agreement for meeting room use that includes the name of the group, date and times of meetings, nature of meeting, name of group-contact person, and number of people attending.
2. Furnishing a Certificate of Insurance or copy of endorsement per Section I. of this Policy.

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3. Organizations shall be responsible for providing their own kitchen supplies, such as cups, paper plates, coffee, etc., and are prohibited from using Village supplies.
  4. In accordance with Smoke-Free Illinois Act, (410 ILCS 82/1, et. seq.) smoking is prohibited inside all Village facilities, and within fifteen (15) feet of the entryway to any Village facility.
  5. No alcoholic beverages, drugs, or contraband may be used and/or in possession of on Village premises.
  6. Nothing may be attached to walls or ceilings of the meeting room other than walls designed for displays. Items may not be left on walls.
  7. If accompanied by one (1) adult supervisor, for each six (6) minors, minors may use the meeting rooms. The adult supervisor must be a representative of the organization who is at least twenty-one (21) years of age, and will assume complete responsibility for the activities in and condition of the premises.
  8. Use of the name or address of the Village facility as the official address or headquarters of an organization is prohibited.
  9. Use of Village telephones and office equipment is prohibited.
  10. Meeting Room Hours of Availability
    - a) Village Hall  
Monday . Friday: 5:00 p.m. to 10:00 p.m.  
Saturday & Sunday: 8:00 a.m. to 5:00 p.m.
    - b) Police Department Training Room  
Monday . Friday 8:00 a.m. to 10:00 p.m.  
Saturday & Sunday: 8:00 a.m. to 5:00 p.m.
  11. A local organization may not use the meeting room more than once per week.
  12. No items may be borrowed or removed from Village property.
  13. No food is to be served in the Council Chambers or in the Police Department Training Room. Any organization not cleaning the room after an event will be charged custodial fees by the Village.
- G. Meeting Room Access . The Village Administrator, or an authorized designee, will provide a monthly meeting room calendar to the Police Department, to ensure that the appropriate entrance door is opened one-half (½) hour before each meeting. A designated representative from the authorized group must check in with Police Department prior to leaving the building to ensure that the entry door is locked again. Under no circumstances will doors to the facility be left open or unlocked following the meeting. All doors will automatically be relocked by the Police Department on the day of a meeting at 10:00 p.m. (Monday . Friday) and at 5:00 p.m. (Saturday & Sunday).

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- H. Violations . An organization may be denied further use of Village facilities based upon the nature of the violation.
- I. Loss or Damage: The Village is not responsible for loss or damage to the organization's property or to personal property arising out of the use of the meeting rooms.
- J. An organization is responsible for any and all damage or injury to or loss of Village property which may occur as a result of the use of the premises, and is required to pay for any repairs or replacement within thirty (30) days after being sent an invoice for same from the Village.
- K. Certificate of Insurance
1. Each organization shall furnish a certificate of insurance from an active insurance policy (public liability and property damage) to guarantee the payment of any and all claims, demands, causes of action, and liabilities, including all costs and reasonable attorney's fees for bodily injury and property damage to persons and/or property in any manner caused by, arising from or incident to the organization's use of the Village's meeting rooms or other facilities.
  2. The certificate of insurance shall be for limits not less than \$1,000,000 combined single limit per occurrence for Bodily Injury, Personal Injury, Property Damage, and Automobile Liability (if an organization owned vehicle would be on-site), with a general aggregate of \$2,000,000, and Workers Compensation at Statutory limits. The certificate of insurance or copy of endorsement shall name the Village of Bloomingdale, and all officials, agents and employees of said entity as an additional insured under the active insurance policy
- L. Hold Harmless: It should be understood that any Organization using Village grounds and/or facilities is responsible for any damage resulting from their use thereof, and further agree to the following hold harmless terms for said use.
- To the fullest extent permitted by law the Organization hereby agrees to defend, indemnify and hold harmless the Village of Bloomingdale, and all officials, agents and employees of said entities, (herein referred to as the indemnified parties), against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, which may in anywise accrue against the indemnified parties, arising in whole or in part or in consequence of the Organization's use of Village grounds and/or facilities. The Organization 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 of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against an indemnified party, in any such action, the Organization shall, at its own expense, satisfy and discharge the same. The Organization Vendor expressly understands and agrees that any insurance policies required or provided, shall in no way limit the responsibility to indemnify, keep and saver harmless and defend the indemnified parties.*
- M. Appeal - A person or group denied permission to use the meeting room may appeal such denial in writing to the Office of the Village Administrator.

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- N. The Board of Trustees of the Village of Bloomingdale will review the meeting room policy and regulations periodically, and reserves the right to amend them at any time.