

## **COUNCIL POLICY STATEMENT**

Policy No. 36  
General Subject: General  
Specific Subject: Use of City Facilities  
Date Approved: April 2, 2001  
Date Revised: December 1, 2003  
June 7, 2004  
April 7, 2008  
March 2, 2009  
March 3, 2014

### **PURPOSE**

The purpose is to reasonably regulate the use of City facilities for meeting space and other activities.

### **RATIONALE**

The main purpose of the City's facilities (excluding the Library) is to carry out City business. Limiting its use will help avoid scheduling conflicts for meeting space; reduce the wear and tear on the facilities; and control the expense of staff time and overhead required to keep the buildings open after regular operating hours.

### **POLICY STATEMENT**

#### **I. All City facilities**

#### **A. Meeting space is available in City facilities for use by the following:**

##### **CATEGORY I**

- City Council
- Standing Committees of the City Council
- City Boards, Commissions and Committees
- Task Forces created by the City Council
- Elected officials for City business (i.e. Ward meetings, Town Hall meetings)
- City Staff Meetings
- Meetings conducted by City Staff where the primary purpose is City Business
- Intergovernmental Meetings which include the City
- Up to three (3) public forums can be held within ninety (90) days prior to an election where the office holder to be elected will represent voters within the City or where a referendum is to be held on which voters within the City will vote on. (3 per office or public policy question)

##### **CATEGORY II**

- Meetings of other governmental bodies whose activities affect Park Ridge residents or businesses

**CATEGORY III**

- Civic, educational, social and homeowner’s associations at least one half of whose membership are City of Park Ridge residents and not-for-profit organizations that principally service Park Ridge residents

**B. ELIGIBLE USERS, FEES AND DEPOSITS**

<b>Category</b>	<b>Fee</b>
I	No Charge
II	\$50 for the first hour and \$20 for each additional hour* and reimbursement for utility expense.
III	\$50 for the first hour and \$20 for each additional hour* and reimbursement for utility expense.

*\*Paid in advance in full. Partial and unused hours are not refundable.*

1. Security Deposit. Category II and III users shall also provide a fifty dollar (\$50.00) security deposit, which is refundable, if the user observes the rules and regulations of this policy. The decision of the City Manager concerning its refundability shall be final.
2. Scheduling and Payment. Meeting space shall be requested no less than seven (7) days in advance of the meeting. It shall be within the discretion of the City Manager to waive this requirement on a showing of good cause for the late notification. All deposits and fees shall be due with the application. If the submittal is incomplete, no reservations will be made.

**C. HOURS**

The normal hours for use of a facility by Category II and III users are 4:00 p.m. to 10:00 p.m., Monday through Friday, excluding holidays. Category II and III users may use the building on non-holiday Saturdays between 8:00 a.m. and 4:00 p.m. when the user will not otherwise interfere with the operation of the City.

#### D. SCHEDULING AND USAGE LIMITS

Requests will be considered on a "first come, first serve" basis. However, Category I users will typically be given priority over Categories II and III and Category II will have priority over Category III.

The City Manager or his designee reserves the authority, at his sole discretion, to schedule requests in any other fashion including, but not limited to:

1. Limiting the amount of usage by Category
2. Resolving conflicting requests by users of the same category.
3. Granting priority to higher numbered categories over lower numbered categories.
4. The type of use requested.
5. Limiting the type of meeting configurations in a given room.
6. Time, space and staff availability.

#### E. USAGE RULES

The following rules are deemed appropriate to insure proper and orderly usage of the facilities.

1. The business of the City Council, City Boards and Commissions and the City Staff shall at all times have priority over all other uses. In the event it is necessary to preempt any other use of a City Facility, the City will attempt to give at least twenty-four (24) hours notice.
2. No use shall be permitted which interferes with the conduct of the business of the City Council, City Boards and Commissions or City Staff.
3. The City Manager or his designee shall have the authority to enforce these usage rules.
4. The City Manager or his designee may refuse any potential user permission to use a City Facility if it is determined that the user intends to or is likely to violate the usage Rules.
5. The user(s) shall indemnify and hold harmless the City of Park Ridge, its officers, agents and employees from and against any and all loss or liability of any nature relating to the use of a City Facility including, but not limited to, injury or death of any persons, damage or destruction of property, including loss of use. The user(s) shall, likewise, acknowledge that the City of Park Ridge, its agents and employees assume no liability whatsoever relating to the use of the facilities or the cancellation by the City of Park Ridge of any planned use of the facilities. Each user shall execute such documentation as the City deems appropriate to assure compliance with this Rule.
6. The user(s) acknowledge(s) that the City of Park Ridge may require user(s) to provide evidence of insurance in the amount and types sufficient to satisfy the needs of the City and list the City of Park Ridge as an additional insured.

7. Each user shall designate, in writing, a responsible person or persons in charge of the group. The person who signs the contract shall be present at all times during the use of the facility.
8. For any youth functions, sufficient, competent adult supervision or chaperons must be provided by the organization. Parents dropping off children under seventeen (17) years of age must remain with their children until adult supervision arrives.
9. Proper care and protection shall be taken to protect City property. The following items may not be brought into or used in the facility: glue, glitter, paint or soil. Food and beverages are only allowed in designated areas.
10. City staff may not take a telephone message(s) nor accept or forward mail for Category II and III facility users.
11. The listing of any of the City's telephone numbers on user publicity material is prohibited.
12. The following wording must appear on all publicity for meetings conducted at a City Facility: "Except for providing meeting space, the City of Park Ridge is not in any manner connected with this meeting, and neither the City of Park Ridge or the City Council endorses any position expressed by this group."
13. The City Manager or his designee may require law enforcement personnel to be present at any meeting or other activity. In the event that law enforcement personnel are required to be present, the user will be charged the current hourly charge out rate for each officer present. Arrangements for officers to be present are to be made through the Police Department. Payment shall be made directly to the Police Department by 4:00 p.m. preceding the day of the activity.
14. Smoking and alcohol are prohibited in all City Facilities.
15. The user(s) shall not introduce or permit the introduction into a City Facility of materials which are dangerous to persons or property. Whether a material is dangerous shall be the decision of the City Manager.
16. Signage, banners or decorations are not permitted without the prior, written authorization of the City Manager. Requests for such permission must on the application.
17. Users who fail to provide two (2) days advance notice of cancellation will be charged a cancellation fee of fifty dollars (\$50.00)
18. Permission to use a City Facility shall not constitute City endorsement or sponsorship of any user or any position taken by any user and no user may in any fashion publish or make any statement to the contrary.
19. No admission fee may be charged for meetings and events held at a City Facility.
20. No equipment rental is available for use from the City of Park Ridge.

21. Meeting space is to be left in the same neat and orderly condition at the end of the meeting as when the meeting commenced. Lights are to be turned off and building doors are to be locked.

#### EXCEPTIONS AND AMENDMENTS TO THE RULES AND REGULATIONS

The City Manager shall have the right to make exceptions to any portion of these Rules and Regulations and may from time to time amend these Rules and Regulations.

#### LICENSE GRANTED

Use of a City Facility is a privilege and not a right.

#### NOTICE OF RULES

Copies of these rules shall be available to each group using a City Facility.

#### ACCEPTANCE OF RULES AND REGULATIONS

The scheduled use of a City Facility shall constitute acceptance of and agreement to abide by these Rules and Regulations.

Agreement Contract

CITY FACILITY USAGE

\_\_\_\_\_, Park Ridge, Illinois 60068 847/318-5240

**Name of Group** \_\_\_\_\_

**Contact Name** \_\_\_\_\_

**Contact Address** \_\_\_\_\_

Telephone Home( ) \_\_\_\_\_ Work( ) \_\_\_\_\_

User(s) acknowledge(s) they have read and understand the Rules and Regulations for use of the City of Park Ridge Facility.

User(s) agree(s) to indemnify and hold harmless the City of Park Ridge, its officers, agents and employees from and against any and all loss or liability of any nature relating to the use of the Facility including, but not limited to, injury or death of any persons, damage or destruction of property, including loss of use.

User(s) agree(s) that the City of Park Ridge and its agents and employees assume no liability whatsoever relating to the use of the facilities or the cancellation by the City of the planned use of the facilities.

User(s) acknowledge(s) that the City of Park Ridge may require user(s) to provide evidence of insurance in an amount and types sufficient to satisfy the needs of the City and listing the City of Park Ridge as an additional insured.

User(s) acknowledge(s) receipt and understanding of the City Facility Rules and Regulations and agrees that user(s) and all those attending the function shall abide by and be bound by the same.

User(s) agree(s) to notify the City of Park Ridge at least forty-eight (48) hours in advance of facility use if the facilities will not be used on the date or dates reserved. Failure to do so will result in a cancellation fee of fifty dollars (\$50.00).

User(s) agree(s) and understand(s) that the City of Park Ridge may cancel this agreement for any reason and will attempt to give at least twenty-four (24) hours advance notice. In addition, it may be necessary to preempt the use of the Facility for use by the City of Park Ridge.

Category II and III user(s) are required to post a fifty dollar (\$50.00) security deposit, which is refundable, with this contract to schedule the date(s) requested. Checks should be made payable to the City of Park Ridge.

User(s) understand(s) employees will attempt to set up the room according to the attached diagram. Changes to the set up may be made in advance of the scheduled meeting by calling 847/318-5240.

SIGNATURE OF USER \_\_\_\_\_

FOR CONTRACT YEAR \_\_\_\_\_

Application

CITY FACILITY USAGE

\_\_\_\_\_, Park Ridge, Illinois 60068, 847/318-5240

*Please type or print. Complete a separate form for each date requested.*

Name of Group \_\_\_\_\_

Requested Date \_\_\_\_\_ Requested times \_\_\_\_\_

Size of Room Requested    LARGE (Capacity 80 people) \_\_\_\_\_    SMALL (Capacity 50 people) \_\_\_\_\_

Presiding Officer/Title \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Type of Meeting or Program \_\_\_\_\_

Purpose and Function of Organization \_\_\_\_\_

Special Instructions for arrangement of room \_\_\_\_\_

Estimated Attendance \_\_\_\_\_

PLEASE REMEMBER THAT THE MEETING SPACE HAS A FIRE CODE LIMIT ON THE NUMBER OF PEOPLE ALLOWED. AS THE APPLICANT, YOU ARE RESPONSIBLE FOR MAINTAINING THIS LIMIT. IF A STAFF MEMBER BELIEVES THAT THERE ARE MORE PEOPLE IN A ROOM OR SPACE THAN ALLOWED, YOU WILL BE ASKED TO DO A HEAD COUNT AND WILL BE RESPONSIBLE FOR SEEING THAT THE CORRECT NUMBER OF PEOPLE LEAVE. YOUR EVENT CANNOT PROCEED UNTIL THE AUDIENCE SIZE IS WITHIN THE FIRE CODE LIMIT. NO FOOD OR DRINK IS ALLOWED EXCEPT IN DESIGNATED AREAS. I AGREE TO COMPLY WITH THE RULES AND REGULATIONS OF THE MEETING SPACE UNDERSTAND THE CITY IS NOT RESPONSIBLE FOR ANY MEETING-RELATED EXPENSES.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

+++++**FOR CITY USE ONLY**+++++

Date application received \_\_\_\_\_ By \_\_\_\_\_ Conflict \_\_\_\_\_ No Conflict \_\_\_\_\_

Application Approved    Yes \_\_\_\_\_ No \_\_\_\_\_    Remarks \_\_\_\_\_

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



Membership Roster

CITY FACILITY USAGE

Park Ridge, IL 60068  
847/318-5240

In order to properly serve your group, the City of Park Ridge requests a list of all members (with full addresses and phone numbers) of your organization who will be using the facility. NOTE: If your organization has a membership roster that includes the requested information, you may submit it instead of this form.

Name of Group \_\_\_\_\_

**Regular Members and Guests**

Name	Full Address	Telephone
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____