

## **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

### **PURPOSE**

The purpose is to identify who is authorized to use City facilities for meeting space and 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:**

- City Council or member thereof for City business (i.e. Ward meetings, Town Hall meetings)
- Standing Committees of the City Council
- City Boards and Commissions
- Task Forces created by the City Council
- 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 that voters within the City will vote on.
- Approved meetings of other governmental bodies (i.e. Maine South Clinical Government Class and the Cook Co. Zoning Board).
- Committees created by the Mayor or City Council (i.e. Healthy Community Partnership, Peer Jury, Citizens Patrol and the Human Needs Task Force)
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##### **B. Meeting space is to be scheduled in advance of the meeting and appropriate agendas are to be posted.**

##### **C. Meeting space is to be left in a neat and orderly manner at the end of the meeting. Lights are to be turned off and building doors are to be locked.**

## II. Public Works Service Center

A. Meeting space is available in the Public Works Service Center to provide other governmental units, community groups and organizations, and others connected with the City of Park Ridge use of the Public Works Service Center Conference Training Room and Lunch Training Room for the purpose of holding meetings.

### B. ELIGIBLE USERS, FEES AND DEPOSITS

Category	Group Description	Fee Charged
1	City of Park Ridge	No Charge
2	Other governmental or quasigovernmental groups	\$50 for the first hour and \$20 for each additional hour*
3	Civic, educational, social, and homeowner's associations whose membership is above 51% City of Park Ridge residents and not-for-profit organizations that principally service Park Ridge residents	\$50 for the first hour and \$20 for each additional hour*

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

1. Security Deposit. Category 3 users shall provide a \$50 security deposit, which is refundable, if the user observes the rules and regulations of this policy. The decision of the City Manager or his designee concerning refunds is final.
2. Scheduling and Payment. All deposits and fees (and roster for Category 3 users) shall be given to the City when the contract is turned in. If the submittal is incomplete, no reservations will be made. Additionally, no reservations will be made within two business days of a requested use.

### C. HOURS

The normal hours for use of the building by Category 2 and 3 users are 4:00 p.m. to 10:00 p.m., Monday through Friday, excluding holidays. Category 2 and 3 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 Public Works Service Center.

### D. SCHEDULING AND USAGE LIMITS

Scheduling will be done on a calendar year basis. All completed requests, including the

required payments and information received, by a date specified each year will be treated as if they were simultaneously received. However, lower numbered categories will typically be given priority over higher numbered categories. Requests received at other times usually will be considered on a "first come, first serve" basis. Category 3 users will be allowed only one reservation per quarter.

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 the Public Works Service Center, 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 the rules of the Public Works Service Center.
4. The City Manager or his designee may refuse any potential user permission to use the Public Works Service Center if it is determined that the user will violate the Rules and Regulations of the building.
5. The 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 Public Works Service Center including, but not limited to, injury or death of any persons, damage or destruction of property, including loss of use.
6. The user(s) agree(s) 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.

7. 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.
8. Each user shall designate a responsible person or persons in charge of the group. The person making the reservation by signing the contract shall be present at all times during the use of the facility. For any youth functions, sufficient, competent adult supervision or chaperons must be provided by the organization. Parents dropping off children must remain with their children until adult supervision arrives.
9. Proper care and protection shall be taken to protect City property. The following items are not allowed for use in the facility: glue, glitter, paint, and soil. Food and beverages are only allowed in the Lunch Training Room.
10. City staff will not take a telephone message(s) nor accept or forward mail for Category 2 and 3 facility users. The listing of any of the City's telephone numbers on user publicity material is prohibited. The following wording must appear on all publicity for meetings conducted at the Public Works Service Center: "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."
11. 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 at any function, the user will be charged the current hourly rate for each officer present. Arrangements for officers to be present are to be made through the Police Department. Payment is to be made directly to the Police Department by 4:00 p.m. preceding the day of the activity.
12. No food or beverages are allowed in the Conference Training Room.
13. Smoking and alcohol are prohibited in all areas of the Public Works Service Center.
14. All facilities are to be left in clean, undamaged condition.
15. The user(s) shall also not introduce or permit the introduction of material into the Public Work Service Center, which is dangerous to persons using the Public Works Service Center or to the building or its furnishings. In addition, the user(s) shall not introduce or permit the introduction of equipment into the Public Works Service Center which will harm the electrical system of the Public Works Service Center or present a hazard to persons using the Public Works Service Center or to the building or its furnishings.
16. Children shall be supervised at all times and no user may use any room solely for babysitting purposes. Infractions of this nature may result in a termination of the contract.

17. User supplied signage, banners, and decorations are not allowed without authorization of the Public Works Director or his or her designee. Requests for such permission must be made at least twenty-four (24) hours prior to the event.
18. It is the intent of the City that use of the Public Works Service Center shall typically be for events having the attendance of 10 or more people.
19. Users who fail to provide one (1) day advance notice of cancellation will be charged a cancellation fee of fifty dollars (\$50.00)
20. Permission to use the Public Works Service Center does 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.
21. No admission fee may be charged for meetings and events held at the Public Works Service Center.
22. No equipment rental is available for use from the City of Park Ridge

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

The City Manager or his or her designee 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 the Public Works Service Center is pursuant to a non-exclusive revocable license and is a right and not a privilege.

#### NOTICE OF RULES

Copies of these rules shall be available to each group using the Public Works Service Center.

#### ACCEPTANCE OF RULES AND REGULATIONS

The scheduled use of the Public Works Service Center shall constitute acceptance of and agreement to abide by these Rules and Regulations.

Agreement Contract

PUBLIC WORKS SERVICE CENTER  
400 Busse Highway, 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 Public Works Service Center.

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 Public Works Service Center 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 Public Works Service Center 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 Public Works Service Center at least twenty-four (24) 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 Public Works Service Center for use by the City of Park Ridge.

Category 3 user(s) are required to post a \$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

PUBLIC WORKS SERVICE CENTER  
400 Busse Highway, 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 ROOM 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 THE ROOM 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 IN THE CONFERENCE TRAINING ROOM. I AGREE TO COMPLY WITH THE RULES AND REGULATIONS OF THE MEETING ROOMS AND UNDERSTAND THE CITY IS NOT RESPONSIBLE FOR ANY MEETING-RELATED EXPENSES.

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

+++++FOR SERVICE CENTER USE ONLY+++++

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

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

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

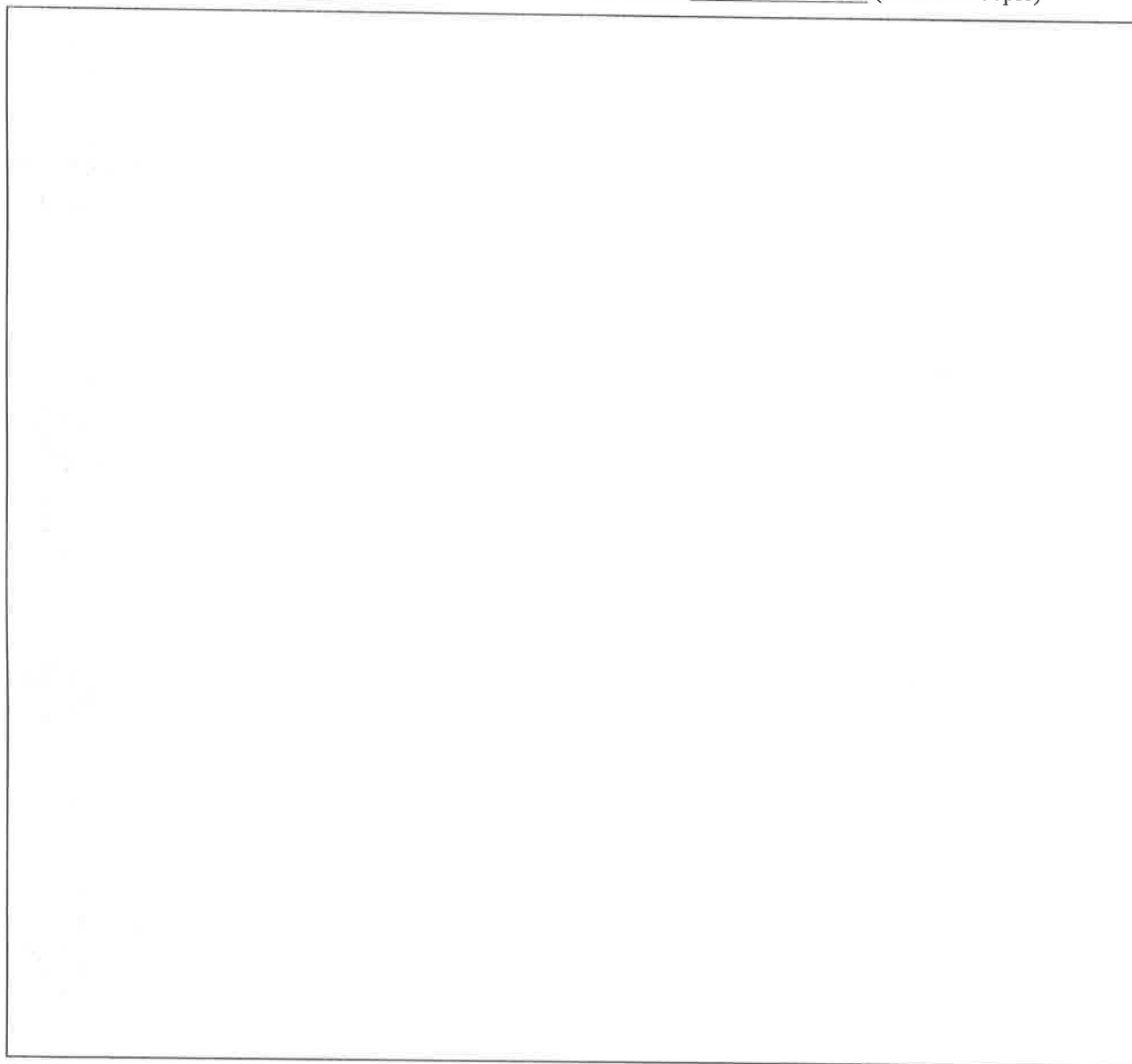
Diagram of Setup

PUBLIC WORKS SERVICE CENTER  
400 Busse Highway  
Park Ridge, IL 60068  
847/318-5240

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

**Room Arrangement Diagram**

Small Room \_\_\_\_\_ (Max 50 People) Large Room \_\_\_\_\_ (Max 80 People)





## Membership Roster

PUBLIC WORKS SERVICE CENTER  
400 Busse Highway  
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.

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

### Regular Members and Guests

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