



## **VILLAGE HALL PUBLIC MEETING ROOM POLICY**

This policy is intended to serve as a guide for potential users of the two public meeting rooms at the Palatine Village Hall. Use of the public meeting rooms is intended for civic, educational, nonprofit and homeowner groups that are based in and/or primarily serve the Palatine community.

**Before submitting a meeting room reservation application please read all of the following information.**

### **Meeting Room Availability**

Public meeting rooms within the Village Hall may be reserved Monday – Thursday between the hours of 8 AM - 9 PM. The outside entry doors to the building will open 15 minutes before and lock 15 minutes after the start of the meeting. Exceptions to these times may be made at the Village's discretion. The Village reserves the right to cancel or relocate any scheduled use of a public meeting room.

### **Requesting a Meeting Room**

Requests for use of the public meeting rooms will be considered on a rolling 12-month calendar. Reservation applications should be submitted at least 2 weeks in advance and will be accepted on a first-come, first-served basis. Groups must provide an accurate estimate of expected attendance. Groups may be denied use of a meeting room if the estimated attendance is not appropriate for the room's capacity. Approval or denial of a meeting room request application is ultimately at the discretion of the Village Manager.

All meetings open to the public must include name and contact information, which may be released to individuals who are interested in information about the meeting and/or hosting organization. To reserve a meeting room you must submit an application for review by the Village. The person submitting the application shall be the contact person, unless specified otherwise, and is the only person authorized to make changes in room arrangements.

### **Changes to Dates/Times or Cancellation of a Meeting**

If a scheduled meeting needs to be canceled or rescheduled, please contact Lisa Hardy at (847) 359-9054 or via e-mail at [lhardy@palatine.il.us](mailto:lhardy@palatine.il.us) as soon as possible.

### **Food & Beverage**

Outside food and drink (other than bottled water) are prohibited unless prior written approval is given. Those groups utilizing the meeting rooms shall be responsible for cleaning up after themselves. Any group utilizing a meeting room shall be subject to reimbursing the Village in the case of any damage to the Village Hall, meeting rooms or their contents.

## **Security & Insurance**

The Village of Palatine reserves the right to require appropriate Certificates of Insurance or other hold harmless and indemnification documents. Additionally, the Village may impose a damage deposit. Both of these requirements will be addressed at such time the reservation request is approved.

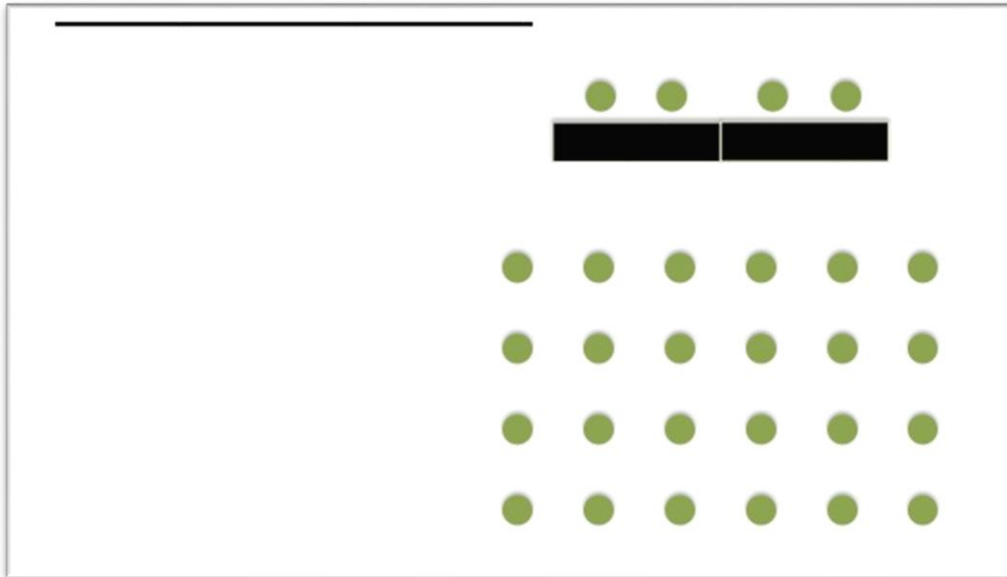
## **Guidelines**

- Audio/visual equipment may be available; however, a specific request for the use of this equipment shall be included in the application.
- Groups using a meeting room whose members are under the age of eighteen must be accompanied by one adult chaperon for each fifteen participants.
- No organization may use the name, address, or phone number of the Village of Palatine as its address or headquarters.
- The meeting rooms will not be reserved for organizations on an ongoing basis. Village Hall doors are open 15 minutes prior to scheduled meetings and applicants are responsible for notifying those attending.
- Smoking is not permitted within the Village Hall or anywhere on Village Hall property.
- Do not attach any materials to the walls, ceiling, windows, or doors within the Village Hall.
- Groups using the meeting rooms may not collect admission fees or donations for their programs or meetings on Village property.
- Meeting rooms may not be used for events involving the sale, advertising, solicitation or promotion of commercial products or services or for political purposes.
- Meeting rooms must be left the way they were originally set up.

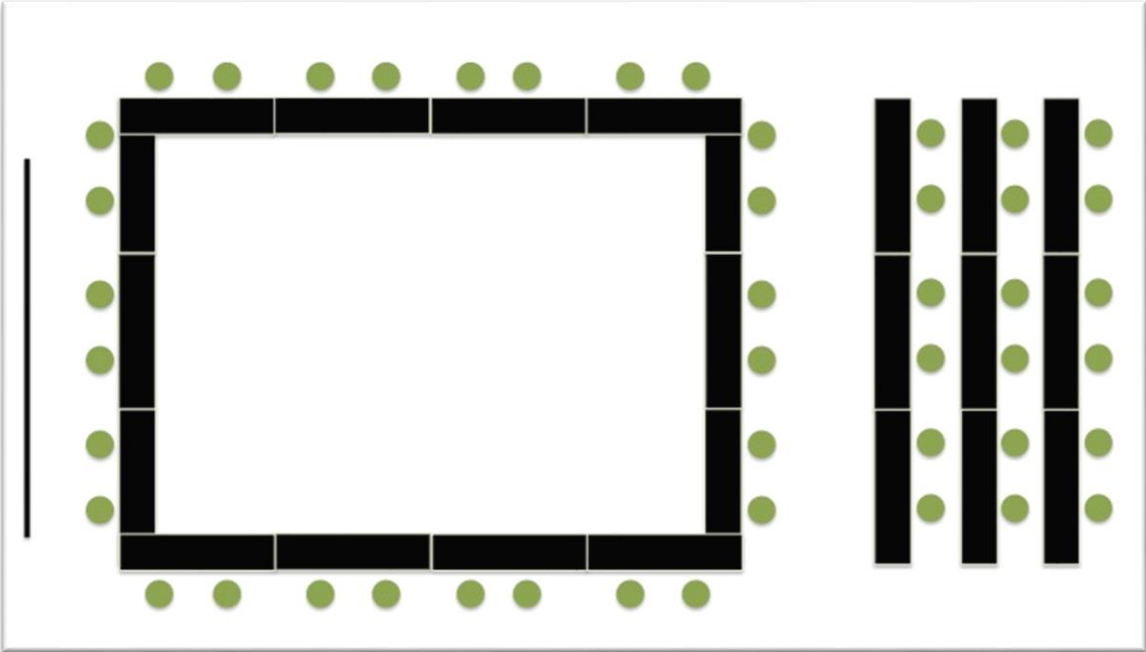
## **Questions**

Please feel free to contact Lisa Hardy at (847) 359-9054 or via e-mail at [lhardy@palatine.il.us](mailto:lhardy@palatine.il.us) if you should have any questions about the use or policies related to the community rooms within the Palatine Village Hall.

**Meeting Room A (capacity 25):**



**Meeting Room B (capacity 50):**



**PALATINE VILLAGE HALL MEETING ROOM RESERVATION APPLICATION**

Name of Requesting Group/Organization: \_\_\_\_\_

Address of Requesting Group/Organization: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_

Description of Meeting: \_\_\_\_\_

Requested Date: \_\_\_\_\_

Requested Start Time for Use of Meeting Room: \_\_\_\_\_

Requested End Time for Use of the Meeting Room: \_\_\_\_\_

**Primary Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Alternate Phone Number: \_\_\_\_\_

**Secondary Contact Information (if applicable):**

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Requested Room (check one):** Meeting Room A \_\_\_\_\_ Meeting Room B \_\_\_\_\_

**Note:** Attached you will find a floor plan outlining the standard layout and capacity for each meeting room. If a change in layout or capacity is preferred, this information must be included with this application.  
***In case of loss or damage to Village furniture, equipment, and/or building, groups will be responsible for the cost of replacement and/or repair. The Village is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group, or organization using its premises. Any group or organization using the meeting rooms hereby indemnifies, protects, and holds harmless the Village of Palatine, its Mayor & Village Council, and Village Staff, for any and all accidents, including personal injury, property damage, and theft, which may be sustained on the premises.***

I have read and agree to all terms, conditions and requirements of the Village's Public Meeting Room Policy and Application:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date