



PUBLIC MEETING ROOM APPLICATION AND POLICY

Meeting Date: _____

Time: From: _____ am/pm To: _____ am/pm

Organization: _____

President/Chairman (if any): _____

Name of person making application
(must be 21 years of age): _____

Address: _____

Telephone: Day: _____ Evening: _____

Email: _____

Number of persons attending: _____

Board Room (seating capacity of 84)

Community Room (seating capacity of 40)

Board Room and Community Room (seating capacity of 140 with skyfold partition up)

Purpose of this meeting:

If no conflict exists, the room will be reserved on a first come, first served basis. The Village reserves the right to deny any application, in its sole discretion.

Hold Harmless Agreement

I, _____, representing _____, have read the Village of Glenview Public Meeting Room Policy (the "Policy"), and I fully understand and agree to all of the Policy's terms and conditions. I hereby agree to indemnify, keep and save harmless the Village of Glenview, its agents, officials and employees (collectively, the "Village Parties") from and against all losses, damages, injuries, deaths, claims, suits, liabilities, judgments, costs and expenses which in any way may accrue against the Village Parties as a result of the above group and its members using a Public Meeting Room of the Village of Glenview.

Signature Date

After completing the application, please return to Sandie Elliott, Administrative Assistant, by e-mail to selliott@glenview.il.us or to her attention at 2500 E. Lake Avenue, Glenview, IL 60026.

OFFICE USE ONLY:

Application Approved: _____ Date: _____ Payment: _____ Cash _____ Check _____ CC

PUBLIC MEETING ROOM POLICY

The Glenview Village Hall Board Room and Community Room (the “Facilities”) are available for meetings conducted by local civic, not-for-profit, and nonsectarian groups in which a majority of members reside within the Village of Glenview (the “Village”).

The Village reserves the right to deny any application for use of the Facilities, in the Village’s sole discretion.

Procedure:

Application for use of a room must be made on a form provided by the Village (the “Application Form”). Upon completion, the Application Form must be submitted to the Village to Sandie Elliott at selliott@glenview.il.us or 2500 E. Lake Avenue, Glenview, IL 60026.

The Village requires a One Hundred Dollar (\$100.00) deposit (the “Security Deposit”) to be made upon submittal of the Application Form; payment of the Security Deposit may be made by cash, check, or credit card. The Security Deposit shall be refunded to the applicant upon a satisfactory inspection of the Facilities. Return of a Deposit may take approximately 30 days. No fee shall be charged for the use of the Facilities.

Use of a meeting room should be requested as far in advance as possible, and must be made at least two (2) weeks in advance of the requested meeting date. Requests may be made up to three (3) months in advance of the meeting date. The Village shall verify that the requested date is available, and, if no conflict exists, reserve the requested date, in accordance with all terms and conditions of this policy.

Should the Village Board of Trustees, any Village advisory board or Village staff require the use of the Facilities for a meeting, the Village may, in its discretion, cancel the reserved date. Every effort will be made to avoid canceling meeting reservations or to provide as much notice as possible of a cancellation.

A group that has reserved a meeting room shall notify the Village as soon as possible whenever it cancels a scheduled meeting.

Days and hours of meetings:

Meeting space may be reserved for usage seven days a week from 8:00 a.m. to 10:00 p.m. There is seating for not more than 40 persons in the Community Room and not more than 84 persons in the Board Room. For combined use of the Board Room and Community Room, there is seating for not more than 140 persons with the skyfold partition stowed in the “up” position.

Restrictions:

The Facilities are not available for usage by minors.

No food or drink of any kind is to be served. The kitchen facilities are not for use by the public. Alcohol is never to be brought into the Village Hall. Smoking is not permitted in the rooms, hallway or any part of Village Hall, or outside the Village Hall within 15 feet of any entrance door.

No Village personnel is available to assist any group to rearrange seating, provide room set-up, carry supplies to and from the room, run audio-visual equipment, or otherwise assist with pre-meeting set-up, post-meeting clean-up, or the conducting of any meeting. Each group must rely on its own personnel for the performance of any of these tasks. The Village is merely responsible for furnishing the necessary meeting space and seating.

Meetings which interfere with normal Village Hall activities and work because of noise and other factors will not be permitted and may be terminated by the Village, in the Village’s discretion.

Village telephones and audio/visual equipment are not available for public use.

All necessary precautions must be taken to avoid damage to property and to insure safety for the Facilities’ occupants.

The Facilities are not available for any types of parties or meetings of a social nature.

Group members have access to the main lobby of Village Hall, restrooms, and the rooms only. All other areas are prohibited due to security and safety reasons.

The front exterior Village Hall doors will be programmed to open for a short period (generally 30 minutes) before and after the requested meeting start time.

Your responsibilities:

The Glenview resident making the application for the group will act as the liaison between the Village and the group. The liaison assumes responsibility for not only informing the group, but seeing that the group abides by all Public Meeting Room policies and guidelines.

The group shall leave the room in the same condition as existed upon arrival for the meeting, and shall remove all of its equipment, materials, and other personal property before leaving. Any such materials not so removed may be disposed of by the Village. The Village assumes no responsibility for any personal property of the group or meeting attendees that may be lost, misplaced, stolen, damaged, or destroyed. Any group using the Facilities is responsible for reimbursing the Village for any damage that may occur to the Facilities, the Village Hall building, and any personal property of the Village during the group's use of the Facilities.