

Application for Use of Elk Grove Village Meeting Rooms

Elk Grove Village Organization: _____

Authorized Representative: _____

Homeowners Association/Management Company (*If Applicable*): _____

Mailing Address: _____

Contact Information: [Office] _____ [Mobile] _____

[Fax] _____ [Email] _____

Nature of Program/Description: _____

Time: _____ Estimated Number of People: _____

Recommended Setup (i.e. Classroom, Audience): _____

Dates Requested: _____

Handicapped accessible space required? Yes No

(Groups may only use area **assigned** to them. Please check the monitors in the atrium for changes in room assignments or meeting cancellations. No changes may be made or signs posted in the Municipal Complex without approval from the Village Manager's Office.)

I certify that I am an authorized representative of the above-named organization and have the power to execute this application on behalf of said organization.

I further certify that on behalf of the above-named organization, all persons attending the proposed meeting will abide by the Terms and Conditions covering the use of the Village meeting rooms, a copy of which I have received and read. _____ (initial)

The above-named organization further covenants and agrees to indemnify, defend at its expense, and forever hold harmless the Village of Elk Grove Village and/or the Mayor, Board of Trustees, Officials, Staff and Employees of the Village from and against any and all claims, demands or actions which may hereafter at any time be made or instituted against any of them, arising out of the occupancy and/or use of the premises.

_____ by _____
(Name of Organization) (Signature of Representative)

Date: _____ Title: _____

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For Village Use Only

Approved by: _____ Date: _____

TERMS AND CONDITIONS REGARDING THE USE OF ELK GROVE VILLAGE MEETING ROOMS

The terms and conditions set forth below govern the use of all Village of Elk Grove meeting rooms. The Village of Elk Grove welcomes the use of meeting rooms for socially useful and cultural activities, and discussion of current public questions. Such meeting places will be available on equal terms to all groups in the community.

Elk Grove Village meeting rooms are available: (1) for public activities and functions; and (2) for civic, cultural, and public information or events of Elk Grove Village groups. Commercial, social, or politically-partisan meetings do not fall within these categories. Elk Grove Village groups are defined as organizations which are chartered within the Village or whose memberships are comprised primarily of Elk Grove Village residents. All meetings must be open to the public.

Village-sponsored programs shall have priority over all other requests for use of Village meeting rooms. Reservations are made when rooms are available. Applications should be sent to the Village Manager's Office as far in advance as possible but not less than four weeks. Reservations cannot be guaranteed for more than three months in advance. An application submitted for use of the facilities, does not guarantee approval of their use. The representative signing the application must be responsible to the Village for facilities. In case of a meeting cancellation, the group's representative will be responsible for notifying the Village of Elk Grove as soon as possible by calling 847-357-4007 (daytime) or 847-357-4100 (evening).

Organizations that indicate they have members who require handicapped accessible facilities will be scheduled for a meeting room in the Municipal Complex. If necessary, organizations scheduled for a meeting room will be relocated in order to accommodate organizations requiring handicapped accessible facilities. However, if a group has a meeting room scheduled two weeks prior to their meeting date, the Village will not change the location of the meeting room to accommodate an organization requiring handicapped access. This policy does not prevent a previously scheduled group from voluntarily changing its meeting room location to accommodate organizations requiring handicapped accessible facilities.

Meetings that may interfere with functions of the Village and its patrons because of noise or other factors will not be permitted. Consumption of alcoholic beverages is not permitted.

Classes involving the use of hazardous materials such as paints and chemicals are not permitted. The name, address, or telephone number of Elk Grove Village may not be used as the address or headquarters for any group using the Village for meeting purposes. **Groups using the Village meeting room space shall not post signs in or around the Municipal Complex without approval from the Village Manager.**

No charge is made for the use of the Village's facilities and no admission fee may be charged or donations collected for programs. Groups can only use the meeting room space assigned to them and may not remove chairs from other meeting rooms.

The scheduling of meeting room space for any group or organization in the Village Hall or any municipal building does not in any way constitute an endorsement by the Village of an organization or its activities.

The meeting room space is available Monday through Friday from 6:00 p.m. to 9:30 p.m. Participants have access to the entrance and restrooms, but are not allowed in the general or private office areas including the lunch room.

SMOKING IS NOT PERMITTED ANYWHERE IN THE MUNICIPAL COMPLEX AT ANY TIME. IN ADDITION, NO MEMBER OF AN OUTSIDE GROUP WILL BE PERMITTED TO SMOKE ON THE GROUNDS SURROUNDING THE MUNICIPAL COMPLEX OR COMMUNITY CENTER. FAILURE TO ABIDE BY THIS RULE WILL RESULT IN THE FORFEITURE OF ALL MEETING ROOM PRIVILEGES.

Meeting Rooms A, B & C each have a capacity of up to 25 people and the three rooms can also be combined for a total capacity of 75 people. These rooms are located on the lower level of the Municipal Complex. Room D has a total capacity of 12 people and is located at the southwest entrance of the Municipal Complex.

The Village of Elk Grove also has evening meeting room space available at the following Fire Stations:

- **Station 8, 700 Fargo Avenue (Capacity of 40 people)**
- **Station 10, 676 Meacham Road (Capacity of 40 people)**

(For availability of meeting rooms at the Fire Stations, please call Fire Administration at 847-734-8001).

The Village cannot provide porter service to carry supplies to and from the meeting rooms, and custodial help is not available for anything other than normal maintenance of the rooms. The Village does not have personnel to assist with meetings or programs, operate projectors, or to help arrange exhibits. The Village will not provide storage for property of organizations meeting or exhibiting in the Village meeting rooms, and the Village assumes no responsibility for property brought in or left behind after the exhibit or program is finished.

Groups or organizations must provide their own equipment such as easels, projectors, VCR's, televisions, and equipment for food and beverages. Food service for other than Village-sponsored activities will be limited to coffee and dessert-type refreshments. All food service and consumption of food and beverages must take place in the open area outside the meeting rooms. Groups using the meeting room space are required to leave them in the same condition as when they found them.

All public meetings at the Municipal Complex are displayed on the television monitors in the atrium. Please check the monitors upon entering the building for any changes in room assignments or sudden cancellation of meetings.

The Village reserves the right to rescind an organization's privilege for future use of the meeting rooms if privileges are abused.

Upon reading the Terms & Conditions, please complete the application and return to the Charles J. Zettek Municipal Complex via email to khahn@elkgrove.org, fax to 847-357-4022, or mail to the Village of Elk Grove, 901 Wellington Avenue, Elk Grove Village, IL 60007, Attention: Kathy Hahn. For additional information, please call 847-357-4010.