

CITY OF COUNTRYSIDE

PUBLIC MEETING ROOM REQUEST FORM

INSTRUCTIONS:

Fill out and return the completed form to the City Clerk's Office, 803 Joliet Road, Countryside, IL 60525. Please allow up to 48 hours for review and approval of your request.

Upon approval, a copy will be returned to the organization requesting the use of a meeting room.

Organization Requesting Use: _____
(Include a roster of all members, including the City that they live in.)

Government _____ Non-Profit _____ Other _____

Contact Person: _____ Alternate Contact: _____

Address: _____ Address: _____

City and Zip Code: _____ City and Zip Code: _____

Telephone: _____ Telephone: _____

Name of Event: _____

Description of Activities: _____

Date of Event: _____ Time From: _____ To: _____

Estimated Number in Attendance: _____ For use on a year round basis: Yes ____ No ____

If no, during what months will the room be used? _____

Food or Drink? Yes ____ No ____ (*The City does not provide any food, beverages, or paper products*)

SMOKING IS NOT PERMITTED IN ANY CITY FACILITY

I have read and understand the Public Meeting Room Policy. I agree that the event held in the City facilities is a civic, educational, and/or public information meeting. I further agree that the organization that I represent is in no way a personal event (bridal shower, birthday party, baby shower, etc.)

Signature of representative: _____ Date: _____

CITY USE ONLY

Approved by: _____ Date: _____

Room Assigned: ☐ Community Room A (Maximum 44) ☐ Community Room B (Maximum 44) ☐ Community Room A & B (Maximum 88)
☐ Other space: _____



CITY OF COUNTRYSIDE

ADMINISTRATION

POLICY

Policy Title: Public Meeting Space Policy	Policy Number: 2019-02
Effective Date: September 25, 2019	Page: 1
Authority: HR Committee	Revisions:
Approved By: GP	Distribution Date:

PURPOSE: To serve as a guide for potential users of public meeting space in the Municipal Complex. Any potential user must provide “benefit to the community” in order to be considered a valid user of the space.

POLICY: It is the policy of the City of Countryside to ensure that the public meeting space is primarily intended for civic, educational, and public information meetings of non-profit groups serving the City’s community-wide interest.

- I. The priority of use shall be established as follows:
 - A. City function(s) or City related meetings, training, or activities;
 - B. Other public institutions/government agencies, i.e. schools, county township;
 - C. Non-profit organizations, primarily based in Countryside;
 - D. Non-profit organizations serving Countryside residents;
 - E. Organizations comprised predominantly of either City of Countryside residents or business owners or both.
- II. Meeting(s) guidelines shall be as follows:
 - A. Meetings should be scheduled during the City’s regular business hours, Monday through Friday, 8:30 a.m. to 4:30 p.m. or in the evening hours. Evening meetings must end by 9:45 p.m. and the premises vacated by 10:00 p.m.

- B. The use of the City's audio visual equipment is permitted during regular hours at no charge. However, if use of the audio visual equipment is requested after normal business hours, there will be a cost for an employee to provide assistance.
- C. All meetings must be booked by a City of Countryside resident or business owner or employee who is 21 years of age or older. All reservations shall be made in advance by calling the City Clerk's Office at 708-354-7270 and asking to book a meeting room.
- D. A certificate of insurance may be required from a group or individual using a public meeting room at the Municipal Complex. If required, the certificate of insurance must name the City of Countryside as an additional insured in an amount determined by the City.
- E. The City does not provide any food or beverages as part of any meeting room reservation. If food or beverages are to be available to participants, it shall be the responsibility of the participants to arrange for delivery, set up, clean up, and proper disposal of refuse. Any group requesting a reservation must notify the City at the time the reservation is made as to whether food and beverages are to be served. **NO ALCOHOLIC BEVERAGES ARE ALLOWED.**
- F. Individuals, groups or organizations booking one of the City's meeting rooms assume full responsibility for providing and paying for special accommodations that are requested by participants in accordance with the American's with Disabilities Act.
- G. Excessive noise or disruption of other meetings or business activities may result in a request to leave the premises. Future reservation requests may be canceled or denied.
- H. Groups requesting to bring extra equipment onto the site or into the building must indicate this at the time of the request. The City is not responsible for the storage or any equipment or supplies and any items left at the building following conclusion of the meeting may be disposed of.
- I. No group or organization may use the Municipal Complex mailing address or phone number as any part of the publicity other than to set forth the location of the meeting. Any and all publicity must not imply that the City is sponsoring the group/program and must include language that states the meeting is neither sponsored by nor endorsed by the City of Countryside. All contacts regarding the meeting must be directed to the organizational contact person. Publicity information may be requested by the City for informational or reference purposes. The

City is not responsible for answering questions about a meeting or taking messages related to any meeting.

- J. Any group with members who are under 21 years of age must have an adult sponsor present at all times. A ratio of no less than one adult per ten children must be maintained.
 - K. The City reserves the right to change, cancel or relocate any requested reservation as circumstances may warrant.
 - L. Space(s) will not be made available for physical activities.
 - M. The Municipal Complex is a smoke-free facility.
- III. Requests may be denied for reasons including but not limited to the following:
- A. The function will unduly interfere with the general public enjoyment of the Municipal Complex.
 - B. The function presents a clear and present danger to the health and safety of the community.
 - C. The function is of such nature or duration that it cannot be reasonably accommodated at the Municipal Complex.

If any request is denied, the individual shall be notified within five (5) business days of the decision, including the reasons for the denial. The individual shall then have the right to appeal their denied request to the Mayor and the City Council.