



**CITY OF COUNTRYSIDE**

**CITY COUNCIL**

**POLICY**

Policy Title: Public Meeting Room Use	Policy Number: 26
Effective Date: November 1, 2009	Page: 1
Authority: City Council	Revisions:
Approved By: EJB	Distribution Date: October 19, 2009

**I. DISTRIBUTION**

All Groups/Agencies that Use City Public Meeting Space.

**II. PURPOSE**

The purpose of this policy is to serve as a guide for potential and current users of public meeting space in the City Hall. Any potential user must provide "benefit to the community" in order to be considered a valid user of the space. Public meeting space is primarily intended for civic, educational, and public information meetings of non-profit groups serving the City's community-wide interest. A meeting request is subject to the approval of the City of Countryside.

**III. DISCUSSION**

This policy will establish rules and regulations for meeting space usage in the City of Countryside City Hall.

**IV. POLICY**

This policy is intended to serve as a guide for potential and current users of public meeting space in the City Hall. Any potential user must provide "benefit to the community" in order to be considered a valid user of the space. Public meeting space is primarily intended for civic, educational, and public information meetings of non-profit groups serving the City's community-wide interest.

The priority of use shall be established as follows:

1. City function(s) or City related meetings, gatherings, or activities;
2. Other Countryside public institutions, i.e. schools, township;

3. Non-profit organizations, primarily based in Countryside;
4. Organizations comprised predominantly of either City of Countryside residents or business owners or both.

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.

The guidelines shall be as follows:

1. 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 bookings shall be made in advance by calling the City Clerk's Office at 708-354-7270 and asking for a meeting room request form. These forms are available on the City's website, [www.countryside-il.org](http://www.countryside-il.org) and are available to be picked up at the City Clerk's Office Monday through Friday from 8:30 am to 4:30 pm. These forms must be completely filled out and returned to the City Clerk's Office to ensure approval or denial of the meeting room usage. Groups wishing to reserve meeting space must also include with the request form, a roster of all members which lists the City that each member lives in.
2. A certificate of insurance may be required from a group or individual using a public meeting room at City Hall. If required, the certificate of insurance must name the City of Countryside as an additional insured in an amount determined by the City.
3. 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.**
4. Individuals, groups or organizations booking 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.
5. Excessive noise or disruption of other meetings or business activities may result in a request to leave the premises. Future reservation requests may be cancelled or denied.
6. 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 of any equipment or supplies and any items left at the building following conclusion of the meeting may be disposed of. The group or organization is solely responsible for any repair of City property that is damaged as a result of equipment brought onto the site.

7. No group or organization may use the City Hall 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 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.
8. Adult sponsors (over 21) must be present at all times and must maintain a ratio of no less than one adult per ten children. Any group with members who are under 21 years of age must have an adult sponsor present at all times.
9. The City reserves the right to change, cancel or relocate any requested reservation as circumstances warrant.
10. Space(s) will not be made available for physical activities.
11. The City Hall is a smoke-free facility.

A request may be denied for reasons including but not limited to the following:

1. The purpose of the meeting is contrary to the best interests of the City of Countryside.
2. The function will unduly interfere with the general public enjoyment of the City Hall.
3. The function presents a clear and present danger to the health and safety of the community.
4. The function is of such nature or duration that it cannot be reasonably accommodated at the City Hall.

If any request is denied, the individual shall be notified within five business days of the decision, including the reasons for the denial. The individual shall then have the right to request that their request be presented to the Mayor and City Council for review of the denial. Organizations whose requests are approved will receive a copy of the original form with the City Administrator's signature authorizing the use of the meeting room.

Revision History:

\_\_\_\_\_  
Signature of Meeting Group Chairman

\_\_\_\_\_  
Date



**CITY OF COUNTRYSIDE**

**MEETING ROOM REQUEST FORM**

**INSTRUCTIONS:**

Fill out and return the completed form to the City Clerk's Office, 5550 East Avenue, Countryside, IL 60525.

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

Organization Requesting Use: \_\_\_\_\_ (please include a roster of all members, including 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 \_\_\_\_\_

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Date of Event \_\_\_\_\_ Time From \_\_\_\_\_ To \_\_\_\_\_

Room Requested \_\_\_\_\_ 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 the City of Countryside Policy Number 26 pertaining to the use of Public Meeting Room Use, and hereby agree that the event being held in the City facilities is a civic, educational, and/or public information meeting. I further agree that the organization that I represent will comply with the conditions set forth therein and that this event is in no way a personal event (bridal shower, birthday party, baby shower).**

Signature of representative \_\_\_\_\_

Date \_\_\_\_\_

City Administrator Approval:

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

Room Reserved \_\_\_\_\_

Revision History: 2-19-10