



City of Crest Hill Community Room Use Policy

Purpose

The Community Room adjacent to the City Hall Council Chambers is available for use by civic, cultural, educational, and non-profit groups. Municipal business and official government functions take priority.

Use of the Community Room does not necessarily constitute sponsorship or endorsement by the City of Crest Hill of the individual, group, or organization's mission or beliefs. The City does not discriminate based on race, national origin, religion, gender, sexual orientation, age, political affiliation or physical limitation in making the Community Room available pursuant to the designated eligibility requirements as stated in this policy.

Eligibility

Reservations for use of the Community Room are on a first-come, first-serve basis and must be reserved no later than seven (7) days in advance of the requested date by contacting the City Clerk's office. A calendar showing reservations shall be kept by the City Clerk's office with the date the reservation request was received and approved by the City Clerk or Deputy Clerk.

Priority will be given to the following:

1. City government meetings and events
2. Other government agencies
3. Local nonprofit and civic organizations
4. Resident-hosted community events (only as approved by the City Council)

The Community Room is not available for private social events, commercial/for-profit activities, religious activities or groups, or for partisan political activities.

Reservation Process

- A written reservation request must be submitted to the City Clerk at least seven (7) days in advance of the requested date.
- The individual submitting the reservation request must be at least 18 years of age and provide, when requested, proof of residency or a group or organization's status.
- The City Clerk shall determine eligibility for all reservation requests other than those submitted by a resident(s) for a community event, which requests will be presented to the City Council for consideration and approval.
- If the requestor is eligible and the requested date is available, the Clerk shall place the reservation on the official City Calendar with the written request and the date of same.
- The City reserves the right to cancel or reschedule the reservation, upon reasonable notice, to accommodate official Crest Hill business, or due to unforeseen circumstances.

Fees; damage/cleaning deposit; Insurance

- There is no rental fee required for use of the Community Room by eligible groups.



- A refundable cash or credit card deposit of \$100.00 must be placed with the City Clerk's office to cover cleaning costs or damage to the Community Room. The requestor is responsible for cleaning up and placing all trash in the designated containers. Upon inspection by the City's Public Works staff following the event, the deposit will be refunded.
- If the City determines that there is damage to the Community Room or inadequate cleanup requiring additional cleaning or maintenance, some or all of the deposit may be forfeited.

Hours of Availability

The Community Room shall be available for use during the following hours:

- Mondays: 8:00 a.m.-5:00 p.m.
- Tuesday-Fridays: 8:00 a.m.-8:00 p.m.
- Saturdays: 9:00 a.m.-5:00 p.m.

The Community Room is not available for use on Sundays and City holidays.

Rules & Restrictions

- Violations of any of these Rules & Restrictions or any other federal, state, or local laws, ordinances or policies shall be subject to immediate termination of the reserved event and may result in future reservation requests being denied.
- Illegal substances, alcohol, smoking, and gambling are strictly prohibited.
- Tables and chairs will be set up by the City and shall not be changed or re-configured by the user.
- Kitchen facilities are available for use, but the user is responsible for cleaning all kitchen appliances including the microwave and refrigerator. All counter surfaces and tables must be wiped down and returned to the condition in which they were found.
- No admission fees, ticket sales, or fundraising is allowed unless pre-approved by the City.
- The individual, group or organization making the reservation assumes liability for all damages to the Community Room.
- The individual submitting the reservation must always be present during the event for which the reservation was requested.
- The requestor and/or group reserving and using the Community Room is solely responsible for the behavior, well-being and safety of all meeting participants.
- All individuals, groups, or organizations using the Community Room must adhere to all fire and safety regulations including but not limited to following the maximum occupancy limits for the Community Room, which is **35 with tables and 145 without**.



- The requester, group or organization using the Community Room is at all times responsible for providing adequate adult supervision of any minors who are in the Community Room during any reservation.
- Reservations are not transferable to another person, group or organization.
- The City is not responsible for any equipment, supplies, materials or personal property owned or belonging to any individual, group, organization, or attendee of any meeting held in the Community Room.

Liability & Enforcement

- The City reserves the right to require additional security for the duration of any reservation depending on the nature of the event or based on high occupancy. The cost of any required security will be the sole responsibility of the requesting individual, group, or organization.
- The individual, group, or organization making the reservation agrees to allow City Staff, including City of Crest Hill Police Officers, to enter the Community Room without prior notice during the reservation period to determine compliance with this policy.
- The reservation of the Community Room does not include the use of any other portion of City Hall, nor does it include the exclusive use of the City Hall Foyer area or the City Hall parking lots.
- Any individual, group, or organization reserving the Community Room must execute a written indemnity agreement in which the individual, group, or organization agrees to defend, indemnify and hold harmless the City of Crest Hill, its elected officials, officers, employees and agents from any and all liability, for bodily injury, (including death), damage to property, personal injury, claims, demands, losses, damages, costs and expenses (including any attorney's fees, litigation costs, and expert fees), and from any litigation arising out of, or alleged to arise out of the use of the Crest Hill Community Room, except for loss or damage resulting from the willful and wanton conduct of the City and its employees or agents. Nothing contained herein is intended to limit the City's right to assert any defenses, including tort immunity defenses. It may have by statute, rules, regulations, or other laws of the State of Illinois.
- The individual, group, or organization reserving the Community Room shall be responsible for immediately notifying the City Administrator, in writing of any injury or claim that arises from the use of the Community Room pursuant to the Requestor's reservation.
- The individual, group, or organization making the reservation must maintain during the full duration of the reservation period, a policy of Liability Insurance with a minimum limit of \$ _____ (\$ _____.00) for each occurrence and \$ _____ (\$ _____.00) in the aggregate. The individual, group, or organization making the reservation shall furnish to the City, prior to the start of the



reservation period, a Certificate of Insurance naming the City of Crest Hill, its officers, employees, elected officials, and agents as additional insureds. The policy must provide that it may not be canceled without 30 days' written notice to the City.

- Failure to provide the required Insurance Coverage or required Certificate of Insurance will result in either denial of access to the Community Room until the insurance is procured and/or Certificates of Insurance being provided, or cancelation of the reservation. The insurance coverage required by this section shall be provided by an insurance company licensed by the State of Illinois with a Best's Insurance rating of A or better.

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