

SPESIA & TAYLOR

MEMO

To: Mayor and City Council
From: Spesia & Taylor
Date: January 12, 2026
Re: Community Room Policy

The issue of a formal City policy for use of the Community Room is back on the agenda for further discussion. Please see my email to the City Council on December 14, 2025, for a brief history of the past discussions of the topic along with the current proposed drafts of a license/rental agreement regarding the use of the community room. In addition, that email contained the following list of additional “bullet points” for consideration in finalizing a formal city policy.

Purpose

The Community Room is provided as a public service to support civic, cultural, educational, and nonprofit activities that benefit residents. Municipal business and official government functions take priority.

Eligibility

- Priority Order:
 1. City/Village government meetings and events
 2. Other government agencies
 3. Local nonprofit and civic organizations
 4. Resident-hosted community events
- Private social events may be permitted when space is available; commercial, for-profit, or partisan political activities are prohibited.

Reservation Process

- Reservations must be submitted at least 14 days in advance and no more than 90 days prior to the event.
- Applicant must be 18 years or older and provide proof of residency or organizational status.
- The municipality reserves the right to cancel or reschedule for official business with reasonable notice.

Fees & Deposits

- Nonprofit groups: No rental fee; \$100 refundable damage/cleaning deposit.
- Residents: \$50 rental fee per 4-hour block; \$100 refundable deposit.

- Non-residents: \$75 rental fee per 4-hour block; \$100 refundable deposit.
- Deposits are forfeited for damage, inadequate cleanup, or policy violations.

Hours of Use

- Monday–Friday: 8:00 AM – 8:00 PM
- Saturday: 9:00 AM – 5:00 PM; only with a fee?
- Closed Sundays and municipal holidays.

Rules & Restrictions

- Prohibited: Alcohol, smoking, open flames, cooking, hazardous materials.
- No admission fees, ticket sales, or fundraising unless pre-approved for charitable purposes.
- No partisan political events or campaign activities.
- Room must be returned to original condition; all trash removed.
- Applicant assumes liability for damage and may be required to provide insurance.

Liability & Enforcement

- Users agree to indemnify and hold harmless the municipality.
- Failure to comply may result in loss of deposit and future reservation privileges.

Additional Options

- Include AV equipment use policy (if available).
- Add security requirements for large events.
- Specify maximum occupancy based on fire code.

In addition to those attachments, I have included several other documents, as follows, for the Council's consideration:

- A list of “observations” made by Dave Strahl to Tony Graff in December 2024.
- Lockport Township Park District’s policy regarding the use of the Dellwood Park Community Center.
- White Oak Library District Meeting Room Policy and application form.

Mike Stiff