

Village of Volo Community Room Usage Policy
Rules and Regulations

The Village of Volo Community Room is available for meetings and functions associated with the Village of Volo, local government entities, groups dedicated to the promotion of civic, cultural, educational and informational needs of the community and local businesses. The Community Room is located in the lower level of the Village Hall.

To apply to use this meeting space, please complete the Application Form and return it to:

Village of Volo
Attention: Village Administrator
500 South Fish Lake Road
Volo, IL 60073
Phone: 847-740-6982
Fax: 847-740-6802

A cash security deposit is required in a minimum amount of \$250.00. The deposit may be increased as the Village determines in its sole discretion.

Scheduling

Availability of the Community Room is on a first come, first served basis. Residents, groups or members of groups that have an affiliation with the Village of Volo will be able to use the room. For groups not affiliated with the Village, use will be determined on a case by case basis and subject to availability.

Community Room Rules

Groups using the Community Room are subject to the following rules, regulations, and policies. Failure to comply may result in the use or future use of the facility being denied.

1. The Village has determined that certain activities are inappropriate for the Community Room. They are as follows:
 - Political fundraising activities.
 - Religious services or other religious purposes.
 - Individual political candidates or partisan political activities.
 - Meetings that could potentially interfere with the functions of the Village and/or its users because of noise or other factors.
 - Classes or demonstrations involving the use of hazardous materials and/or weapons.

2. Use of the Community Room does not constitute Village sponsorship or endorsement of viewpoints expressed by participants in the programs. No advertisement or announcement implying such an endorsement or sponsorship will be permitted.

3. The name, address, and/or telephone number of the Village of Volo may not be used by a group as its address or headquarters nor can the Village's phone number be advertised for registration purposes. Calls from participants or attendees regarding meetings (or during approved meetings in the Community Room) cannot be directed to the Village. The Village reserves the right to cancel any groups that employ this practice.
4. ***The Village Hall including the Community Room is a non-smoking facility.*** Smoking is not permitted in the building or within 15 ft of the perimeter of the building.
5. ***Alcoholic beverages and drugs are not permitted.*** Furthermore, no persons under the influence of alcohol or drugs shall be allowed on the premises.
6. The capacity of the Community Room is 133 persons. In the interests of fire protection and safety, attendance at meetings must be limited to this number which includes children and infants.
7. Adult sponsors/chaperones must attend meetings where individuals under 18 years of age will be present. One (1) adult for every five (5) persons under the age of 18 is required. Adult sponsors/chaperones shall be responsible for compliance with this Policy, the behavior of the group and its activities.
8. Children must be supervised at all times and no user may use the Community Room solely for babysitting purposes.
9. Groups using the Community Room must provide for their own room setup, clean up and/or custodial assistance, operation of equipment, attendance taking, the arrangement of exhibits, and/or other forms of assistance. Supplies and equipment must be stored off premises.
10. Groups wishing to post directional signage for meeting attendees may display the necessary signage on easels. Groups that wish to post directional signage must provide the signage and easels.
11. No physical changes are allowed in the Community Room except for the rearrangement of furniture. Nails, tacks, tape, etc. and the hanging, tacking, and/or posting of flyers, signs, and/or posters on the walls, doors, shades, or windows are prohibited.
12. Chairs, folding tables, and a podium are also available for use. Arrangements must be made at the time of application. Audiovisual (i.e. sound systems, projectors, etc.) equipment must be supplied by the group utilizing the space.
13. Warming kitchen facilities are available for groups wishing to serve beverages and/or food. Groups that are approved to use the facility must furnish their own beverages, food, and supplies (including utensils and paper products). ***Major food preparation is prohibited.***

14. The Community Room must be left clean and in good condition. All waste must be disposed of properly. Failure to leave the facility in proper order will result in denial of future requests to use the room and further, the Village shall have the right to retain any portion or all of the security deposit.
15. Animals are not allowed except for animals assisting the disabled.
16. Groups using the Community Room are only to use the Community Room and restrooms and seasonal use of the patio.
17. Each organization/group using the Community Room is responsible for reimbursing the Village for any and all damage done or presumed to have been done to Village-owned furniture, equipment, and/or the facility. The Village reserves the right to limit or prohibit future use of the Community Room by groups that have caused damage to the rooms, carpet, equipment, furniture, or that have caused a disturbance in the Village Hall and/or failed to comply with the rules established by the Village. ***In addition, the Village of Volo is not responsible for loss of or damage to personal property or the personal injury to persons attending an event in the Community Room.***
18. The Village Administrator or his/her designee is the person empowered to make decisions regarding the availability, use, and approval of Community Room Applications.
19. The Village of Volo shall have the right to issue additional rules and regulations which it may deem necessary in the future.

Reservations

The Community Room is available for use Monday - Friday, 8:00 a.m. – 4:00 p.m. Evening and weekend usage is subject to availability of a Village representative.

1. Reservations are required for Community Room use.
2. Groups wishing to reserve meeting space must complete the required application.
3. Applications for reservations are accepted up to six (6) months in advance of the meeting date.
4. Room must be requested for a minimum of two hours.
5. Reservation times must include the group's setup and cleanup time.
6. Applications must be submitted to the Village of Volo Village Administrator or his/her designee.
7. Application does not guarantee approval of requests.

8. Once an application has been submitted, the Village will then approve or deny the application. Groups will be notified of approval or denial by fax or e-mail within three (3) business days. If approved, the reservation is considered temporary until a security deposit is made and any fees are paid.
9. Reservations must be applied for by a member of the interested organization who is 18 years of age or older. This individual will be the only person authorized to make changes to the reservation and will also serve as the primary contact for the Village.
10. Groups must vacate the room by the time specified on the application.
11. Groups may not assign their reservation to another group.
12. Groups who would like to cancel their reservation must notify the Village Administrator as soon as possible. Cancellation notices shall be in writing and may not be rescinded later. Telephone cancellations will be accepted in cases of last minute emergencies. If a meeting room is not used and a cancellation notice is not given to the Village, future use of the Community Room may be suspended.
13. The Village reserves the right to preempt or cancel meetings, if an emergency arises. If this occurs, reasonable effort will be made to promptly contact the group (via phone, fax, or e-mail) and reschedule the reservation. If this is not possible, the group will be notified and the fees refunded.

Fees

A \$250.00 cash security deposit is required. The deposit, (checks should be made payable to the Village of Volo), is due no later than ten (10) days after an application has been accepted by the Village. Groups that use the room on a consistent basis can have the Village keep their deposit over the period of time that the room is used. This deposit is refundable upon inspection of the premises, and within twenty (20) days, less personnel reimbursement (if applicable) and cleaning costs (if applicable). In addition, applicant shall be charged for the expense associated with the time required by a Village employee to be on site other than during normal Village business hours.

The Village reserves the right to waive the security deposit for other local government entities.

The Village also requires that each group or applicant obtain a certificate of insurance through the Tenant User Liability Insurance Program (TULIP) of Illinois Municipal League Risk Management Association (the Village's insurer) for the time and date the room will be used. The Village of Volo shall be listed as an additional insured. The certificate of insurance shall reflect the amounts and coverage that the TULIP program determines are appropriate for each group or applicant. The Village will provide information on how to obtain this coverage to each applicant.