

# Application for Use of Elk Grove Village Meeting Rooms

Elk Grove Village Organization: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Homeowners Association / Management Group Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Information: [Office] \_\_\_\_\_ [Mobile] \_\_\_\_\_

[Fax] \_\_\_\_\_ [Email] \_\_\_\_\_

Nature of Program/Description: \_\_\_\_\_

Time: \_\_\_\_\_ Estimated number of people: \_\_\_\_\_

Recommended Setup (i.e. classroom, audience, etc.): \_\_\_\_\_

Dates Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Handicapped accessible space required?

Yes

No

(Groups may only use area assigned to them. No changes may be made without permission from the Meeting Room Coordinator.)

I certify that I am an authorized representative of the above-named organization and have the power to execute this application on behalf of said organization.

I further certify that on behalf of the above-named organization, all persons attending the proposed meeting will abide by the Rules & Regulations covering the use of the Village meeting rooms, a copy of which I have received and read. \_\_\_\_\_ (initial)

The above-named organization further covenants and agrees to indemnify, defend at its expense, and forever hold harmless the Village of Elk Grove Village and/or the Trustees, Officials, Staff and Employees of the Village from and against any and all claims, demands or actions which may hereafter at any time be made or instituted against any of them, arising out of the occupancy and/or use of the premises.

\_\_\_\_\_ by \_\_\_\_\_  
(Name of Organization) (Signature of Representative)

Date: \_\_\_\_\_ Title: \_\_\_\_\_

-----  
For Village Use Only

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## TERMS AND CONDITIONS REGARDING THE USE OF ELK GROVE VILLAGE MEETING ROOMS

The terms and conditions set forth below govern the use of all Village of Elk Grove Village meeting rooms. The Village of Elk Grove Village welcomes the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places will be available on equal terms to all groups in the community.

Elk Grove Village meeting rooms are available (1) for public activities and functions and (2) for civic, cultural, and public information or events of Elk Grove Village groups. Commercial, social, or politically partisan meetings do not fall within these categories. Elk Grove Village groups are defined as organizations which are chartered within the Village or whose memberships are comprised primarily of Elk Grove Village residents. All meetings must be open to the public.

Village-sponsored programs shall have priority over all other requests for use of Village meeting rooms. Reservations are made when rooms are available. Applications for room use should be sent to the Village Manager's Office as much in advance as possible, but no less than four weeks. Reservations cannot be accepted for more than three months in advance. Application for use of the facilities does not guarantee approval of their use. The representative signing the application must be responsible to the Village for facilities. In case of cancellations by a group, the representative will be responsible for notifying the Village Manager's Office at least one week before the date scheduled or as early as possible.

Organizations that indicate they have members who require handicapped accessible facilities will be scheduled a meeting room in the Municipal Complex. If necessary, organizations scheduled for a meeting room in the Municipal Complex will be relocated in order to accommodate organizations requiring handicapped accessible space. However, if a group has a meeting room scheduled two weeks prior to their meeting date, the Village will not change the location of the meeting room to accommodate an organization requiring handicapped accessible space. This policy does not prevent a previously scheduled group from voluntarily changing its meeting room location to accommodate organizations requiring handicapped accessible space.

Meetings that may interfere with the functions of the Village and its patrons because of noise or other factors will not be permitted. Consumption of alcoholic beverages is not permitted.

Classes involving the use of hazardous materials such as paints and chemicals are not permitted. Neither the name, address, nor telephone number of Elk Grove Village may be used as the address or headquarters for any group using the Village for meeting purposes. Groups using the Village meeting rooms shall not post signs.

No charge is made for use of the Village's facilities and no admission fee may be charged or donations collected for programs.

The scheduling of a meeting for any group or organization in the Village Hall or any municipal building does not constitute, in any way, an endorsement by the Village of the organization or its activities.

The meeting rooms are available Monday through Friday, generally from 6:30 p.m. to 10:00 p.m. Audiences have access to the entrance, and restrooms, but are not allowed into the general or private office areas.

SMOKING IS NOT PERMITTED ANYWHERE IN THE MUNICIPAL COMPLEX OR COMMUNITY CENTER AT ANY TIME. IN ADDITION, NO MEMBER OF AN OUTSIDE GROUP WILL BE PERMITTED TO SMOKE ON THE GROUNDS SURROUNDING THE MUNICIPAL COMPLEX OR COMMUNITY CENTER. FAILURE TO ABIDE BY THIS RULE WILL RESULT IN THE FORFEITURE OF ALL MEETING ROOM PRIVILEGES.

During construction, three (3) meeting rooms are available in the Municipal Complex, which are located on the lower level. Rooms A, B, and C each having a capacity of approximately 20 persons, can also be opened up into one (1) large room. **The Community Center is currently unavailable for use.**

We also have meeting rooms available at the following Fire Stations:

- **Station 8, 1000 Oakton Street (capacity of 40 persons)**
- **Station 9, 1655 Greenleaf Avenue (capacity of 12 persons)**
- **Station 10, 676 Meacham Road (capacity of 40 persons)**

(For availability of Fire Station meeting rooms, please call (847) 734-8020 or TDD (847) 357-4088).

The Village cannot provide porter service to carry supplies to the meeting rooms, and custodial help is not available for anything other than normal maintenance of the rooms. The Village does not have personnel to assist with meetings or programs, to run projectors, and to help arrange exhibits. The Village will not provide storage for property of organizations meeting or exhibiting in the Village meeting rooms and the Village assumes no responsibility for property brought in or left behind after the exhibit or program is finished.

Groups or organizations must provide their own equipment such as projectors, VCR's, televisions, and equipment for food and beverages. Groups using the Village meeting rooms are required to leave them in the same condition as they find them. Food service for other than Village-sponsored activities will be limited to coffee and dessert-type refreshments. All food service and consumption of food and drinks must take place in the lobby area outside of the meeting rooms.

The Village Manager reserves the right to rescind an organization's privilege for future use of meeting rooms if privileges are abused.

---

Upon completion of the Meeting Room Application, and reading the Terms & Conditions, please mail to: Lorrie Murphy, Meeting Room Coordinator, 901 Wellington Avenue, Elk Grove Village, IL 60007 or fax to (847) 357-4022. Please call (847) 357-4010 with any inquiries.