



## **Village of Montgomery Multi-Purpose Room Meeting Guidelines**

The Multi-Purpose Room in the new Montgomery Village Hall is designed primarily to meet the operational needs of the Village. The Multi-Purpose Room located in the lower level of the building is available for meetings and functions associated with the Village of Montgomery, local government entities, groups dedicated to the promotion of civic, cultural, educational and informational needs of the community, and local businesses.

To apply to use this meeting space, please complete the Application Form and return it to the Village Manager's Office at 200 N. River Street, Montgomery, IL 60538. Phone: 630-896-8080. Fax: 630-896-0791.

### **Scheduling**

Meetings are scheduled on a first come, first served basis. Only residents, groups or members of groups that have an affiliation with the Village of Montgomery will be able to use the room.

### **Multi-Purpose Room Rules**

Groups using the Multi-Purpose 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 Multi-Purpose **is not available** for the following purposes:
  - Political fundraising activities.
  - Religious services or other religious purposes.
  - Individual political candidates or partisan political activities.
  - Meetings that 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.
  - Private social gatherings.
2. The name, address, and/or telephone number of the Village of Montgomery may not be used as the address or headquarters for any group using the Multi-Purpose Room nor can the Village's phone number be advertised for registration purposes. Calls regarding meetings or during approved meetings in the Multi-Purpose Room cannot be directed to the Village. The Village reserves the right to cancel any groups that employ this practice.
3. The Village does not supply space for groups needing a place to store their supplies or equipment.

4. Village employees are not available for porter service, custodial assistance, operation of equipment, attendance taking, the arrangement of exhibits, and/or other forms of assistance.
5. The Village Hall is a non-smoking facility. Therefore, smoking is not permitted in the building or within 15 ft of the perimeter of the building.
6. Alcoholic beverages and drugs are not permitted. Furthermore, no persons under the influence of alcohol or drugs shall be allowed on the premises.
7. In the interests of fire protection and safety, attendance at meetings must be limited to the stated capacity of the room which is 203.
8. Use of the Multi-Purpose 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.
9. Adult sponsors/chaperones, who shall be held responsible for compliance with this Policy, 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. These adult sponsors/chaperones also assume responsibility for the group and its activities.
10. No physical changes are allowed in the Multi-Purpose Room except for the rearrangement of furniture.
11. No additional furniture or equipment other than that already available in the meeting rooms will be provided.
12. No additional furniture or equipment, other than audiovisual aids, may be used without prior approval of the Village Manager or his/her designee.
13. 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.
14. Groups are responsible for room setup and cleanup.
15. Limited 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.
16. Children must be supervised at all times and no user may use the Multi-Purpose Room solely for babysitting purposes.

17. Groups are permitted to utilize the Multi-Purpose Room a maximum of two (2) times per month.

18. 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.

19. Animals are not allowed except for dogs assisting the disabled.

20. Groups using the Multi-Purpose Room are only to use the Multi-Purpose Room and adjacent restrooms.

21. The Multi-Purpose 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.

22. Each organization/group using the Multi-purpose 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 Multi Purpose-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.

23. The Village Manager or his/her designee is the person empowered to make decisions regarding the availability, use, and approval of Multi-Purpose Room Applications. Requests for exceptions to the above rules, regulations, and policies must be submitted in writing to the Village Manager or his/her designee.

24. Chairs, folding tables, and a podium are also available for use. Audiovisual (i.e. sound systems, projectors, etc.) equipment must be supplied by the group utilizing the space.

### **Reservations**

The Multi-Purpose Room is available for reservations Monday - Thursday, 8:00 a.m. – 10:00 p.m., and Saturday 9:00 a.m.-5:00 p.m.

1. Reservations are required for Multi-Purpose 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. Rooms must be requested for a minimum of two hours.

5. Reservation times must reflect the group's setup and cleanup time.

6. Applications must be submitted to the Village of Montgomery's Village Manager's Office.
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 all 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 Manager's Office 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 Multi-Purpose 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**

There is no fee to use the Multi- Purpose Room. A \$50 refundable deposit is required. The deposit which should be made payable to the Village of Montgomery is due no later than ten (10) days in advance of the meeting. 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. The Village reserves the right to waive the room deposit fee for other government entities.

In lieu of a deposit groups can also provide a certificate of insurance with the exact time and date the room will be used specified and the Village of Montgomery listed as an additional insured. The certificate should reflect the following limits of insurance: Limits of Liability: \$1,000,000 – General Liability Aggregate; \$1,000,000 – Products Completed Operations Aggregate; \$1,000,000 – Per Occurrence; \$1,000,000 – Personal & Advertising Injury; \$100,000 – Premises Damage; and \$10,000 – Medical Payment. Workers Compensation: \$100,000 per person/accident; \$500,000 Policy Limit; and \$100,000 per person/disease. Auto Liability: \$1,000,000 Combined Single Limit.

**Village of Montgomery  
Multi-Purpose Room Reservation Application Form**

To request a reservation for the Multi-Purpose Room, please complete and submit the form below to the Village of Montgomery's Village Manager's Office, 200 N. River Street, Montgomery, IL 60538. Phone: 630-896-8080. Fax: 630-896-0791.

Group Name: \_\_\_\_\_  
Type of Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_  
Daytime Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_  
Number of Chairs Requested: \_\_\_\_\_ Number of Tables Requested: \_\_\_\_\_

Please circle the applicable answers:

Will beverages be served? Yes No

Will food be served? Yes No

Will your group require the use of the kitchenette? Yes No

Day and Date Requested: \_\_\_\_\_

Meeting Times -

Start: \_\_\_\_\_ Finish: \_\_\_\_\_

***When requesting meeting time, please be sure to include adequate time for your group's setup and cleanup.***

Total Estimated Attendance: \_\_\_\_\_

Number of Children: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

Brief Description of the Nature of the

Meeting: \_\_\_\_\_

By completing this application, the applicant agrees that they have read and will abide by the Village of Montgomery Multi-Purpose Room Policy (a copy of which is attached) and to indemnify, hold harmless, and defend the Village of Montgomery from and against any and all personal injuries and/or loss of personal property sustained by the applicant's attendees arising out of the facility use applied for under the Montgomery Multi-Purpose Room Meeting Policy.

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

**For Office Use Only:**

Date Application Received: Approved or Denied/Date:

Date Group Notified of Approval/Denial:

Date Deposit Returned/Charged: Amount: