



## **A POLICY FOR THE USE OF PUBLIC BUILDING FACILITIES**

The Village of LaGrange owns facilities and spaces that belong to all Village residents. The Village welcomes the citizens of our community to our public facilities and spaces, (“Facility Spaces”) for gatherings, meetings and other opportunities for communal interaction. This policy is designed to make access to Village-owned facilities as easy and efficient as possible, while at the same time allowing the Village administration to preserve, protect and maintain the Village’s assets.

### **1. General Policy Statement**

The Village of LaGrange, (“Village”) desires to open its Facility Spaces to the LaGrange community as much as possible, so long as such use is consistent with responsible stewardship, maintenance and preservation of the Village’s assets. In order to help support the cost of maintaining its facilities for the benefit of all, the Village charges a reasonable service fee for use of its spaces. Such fees are set forth in Section 7 of this Policy.

### **2. Reservation Requests**

An application for the reservation for the use of Village Facility Spaces shall be available at the office of the Village Clerk at 301 Liberty Street, in LaGrange.

Applications will be evaluated based upon the availability of space, the impact of the requested use upon Village administration and the orderly conduct of Village business and the existence of prior requests for reservations occurring at the same time. The Village reserves the right to deny any request for use if it determines that the requested use poses undue risk, conflicts with or would disrupt other events or official; Village business.

Facility Spaces may be reserved well in advance, but dates cannot be guaranteed in order to allow for priority use by the Village government. The Village reserves the right to cancel a reservation at any time up to the date and time of reserved use if a Village department is unable to secure another location in the Village facility. In such event, if there is more than one outside group reserving a room, cancellations will be made in the order of most recent reservation.

The Village does not discriminate on the basis of race, religion, color, sex, national origin, ancestry, sexual orientation, gender identity, disability, housing status or status as a veteran, age, marital status or

any other legally-protected classification. Use of Village facilities by any group does not constitute the Village's endorsement of that group or its goals or policies.

Applications for reservation shall be considered on a first come first serve basis. However, to resolve any conflicts, the following order will be followed:

1. Village administrative and Village sponsored events
2. Non Profit organizations providing services to the Village.
3. Fundraisers for non-profits having a 501(c)(3) status,
4. Private parties & Special Events, (e.g., class reunions, wedding receptions, birthday parties, anniversary celebrations.
5. Use by private, for profit Village based commercial entities (e.g. corporate meetings)

The use of Village Facility Spaces will not be permitted for the following:

1. Fundraisers for other than non-profit corporations. (e.g., no political fundraisers).

The foregoing is not an exhaustive list of prohibited uses. Applications will be evaluated on a case-by-case basis in accordance with the criteria set forth above.

Users are responsible for arranging with the Village the configuring of table and chair set-up and must return the Facility Space to its original configuration after the event or meeting. A fee may be assessed by the Village for set up and tear down assistance.

With pre-approval from the Village, a User may provide its own tables and chairs provided that the number does not affect the applicable occupancy limit.

Some equipment in the Council Chambers requires the assistance of an Audio/Visual technician, who will be chosen by the Village. Groups wishing to use such equipment must inform the Village of this fourteen (14) days in advance of the event. In no event shall the Council podium be used for any purposes.

Items such as flowers, plants, balloons, ribbons, garlands, cords, etc., may be used as decorations. The use of glitter, confetti and rice is prohibited, as is the use of candles or any other item with an open flame. No tape except masking tape, and no staples, tacks or other hardware may be used on any surfaces.

### **3. Facility Supervision and Security**

Events held inside Village Hall after 4:00 pm on weekdays or during weekends may require security or the presence of a building supervisor. As soon as the reservation for the event is approved, the applicant must provide the Village with contact information, including a cell phone number, for a representative of the applicant organization. Depending on the type of event, the Village will advise the User on whether security is necessary. ANY event that sells alcohol will be required to employ a Village of LaGrange police officer for the period of time the actual event occurs, not counting setup or tear down hours.

If the User is to provide any necessary security, it shall be subject to the prior approval of the Village. The Village in its discretion may require the presence of one or more uniformed Village Police officers to supplement any private security. In that event, the Village will assess a fee for the presence of such officer(s)

Parking: The applicant's event coordinator is responsible for informing event participants of parking options.

Alcohol: Users are responsible for adhering to all laws pertaining to alcohol sales and distribution. *(Permit fees are the responsibility of the User. Users must provide the Village with proof that they have obtained a valid alcohol permit.)* There shall be no sale of alcoholic beverages in Village rental areas.

#### **4. Certificates of Insurance**

Users holding certain events to which the public is invited will be required to have a Certificate of Insurance in a form acceptable to the Village naming the Village of LaGrange as an additional insured. The Certificate of Insurance must accompany the application. The insurance provided shall be General Liability Insurance with a minimum combined single limit of one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) aggregate. The policy shall stipulate that the insurance will operate as primary insurance and that no insurance of the Village will be called upon to contribute to a loss arising out of or resulting from the use of the facility. Tenant User Liability Insurance Coverage, ("TULIP") is available through the Village carrier at [insert link]

All Users shall agree to release, hold harmless, and indemnify the Village and its officers, employees, agents, and assigns from any and all claims, causes of action, suits, proceedings, or demands ("Claims") that may relate to or arise from the use of the Facility Spaces and the event.

Users are responsible for all trash removal, including securing additional receptacles as needed from the Village Failure to comply may result in forfeiture of all or part of the damage deposit.

#### **5. Facility Descriptions:**

The Village of LaGrange offers the following Facility Spaces:

Council Chamber – (meetings and presentations only)

Village Hall Atrium

Gymnasium

The Council Chambers is ideal for meetings and other events that require a presentation or audience. Seating will accommodate up to 100 people. The Village Hall Atrium provides a large open space for gatherings and will accommodate up to 50 people. Chairs and tables may be requested. Audio/Visual equipment is not available in the Village Hall Atrium.

#### **6. Cancellations:**

The Village will honor event cancellations necessitated by inclement weather or other reason. No refund of the Deposit shall be made for cancellations occurring 14 days before the scheduled event.

Users of the Village Council Chambers should be aware that the needs of the Council will take precedence over any other use at any time. Should an event in the Council Chambers be pre-empted by the need for the Council to use the Chambers, any deposits will be refunded.

#### **7. Fee Schedule:**

The following fees are applicable to the use of Village Facilities:

Application Fee: \$20.00

**Council Chambers: \$200.00** (Village Residents) **\$300.00** (non-residents); **\$150.00** security deposit, plus insurance.

**Village Hall Atrium: \$100.00** (Village Residents) **\$200.00** (non-residents); **\$150.00** security deposit; Insurance

**Gymnasium:**

1. Use of gymnasium for small athletic events such as practices or games:  
**\$25.00** per hour; **\$150.00** security deposit
2. Use of gymnasium for larger events (ex.: reunions, receptions, large athletic events) must include use of the Atrium at a reduced price. Atrium should be used for serving food and beverages.  
**\$25.00** per hour; **\$50.00** one-time charge for Atrium; **\$150.00** security deposit; Insurance

**Set-up and tear down time in the gymnasium require payment. Example: If your event starts at 6 p.m. and ends at 11 p.m., but you want into the building at 5 pm for setup, and out at midnight for tear down, you will be charged for seven (7) hours of rental time. All after business hour events will be charged \$50.00 for village employee who are on-call for emergencies. No charge if an employee does not have to respond to an emergency of any type. The Village reserves the right to charge for an employee or police presence if an event is deemed to be so large that oversight is needed.**

8. Miscellaneous

(a) All applicable state and federal laws (including occupancy limits), as they may be amended, are hereby incorporated as part of this Policy.

(b) No User equipment or other items may be stored at Village Hall. The Village assumes no responsibility for property brought to or left at Village Hall.

(c) Smoking is prohibited anywhere inside Village Hall.

(d) Misuse of Village facilities, including leaving rooms in a disorderly condition, failing to use rooms when reserved or exceeding the time period for which the room is reserved, may bar a group from future use of Village facilities. In addition, all or a portion of the damage deposit charged may be forfeited and any damage in excess of the deposit shall be invoiced and shall be payable within two (2) weeks of notice of the charge.

(e) No Village-owned property may be removed from Village facilities or premises.