



MEMORANDUM

TO: Community Relations Committee

FROM: Nick J. M. Partipilo, Administrative Intern, Office of the Village Manager

MEETING DATE: August 12, 2019

SUBJECT: Amendments to the Village Meeting Room Policy

The Village of Lombard has an existing Village Meeting Room Policy regulating the use of Village Meeting rooms by outside organizations and individuals. The Community Relations Committee briefly discussed potential revisions to the existing policy at their last regular meeting. The potential changes have been incorporated into the existing policy, a draft of which is attached to the memo.

Village staff performed a comparative analysis between Lombard's meeting room policy and the policies of other municipalities and incorporated the recommendations from the Committee discussion. Accordingly, the meeting room policy has been updated to include:

- Village stance on neutrality when allowing room use;
- Additional language on who is permitted to request use of a Village meeting room;
- Definition of the necessary Village involvement with the group or event in order use the meeting room;
- Additional guidelines/restrictions on the grant of and actual use of the room; and,
- Guidelines and rights to cancel or deny room usage.

Action Requested

Staff recommends that the Community Relations Committee support the amendments made to the Village's Meeting Room Policy.

Village of Lombard

Administrative Policy Memorandum

SUBJECT: Meeting Rooms

No.

Date: August 12, 2019

By: VMO

Updated:

Approved: _____

Village Manger

I. Purpose

This policy sets forth the rules and procedures to using Village meeting rooms by the general public.

II. Intent

The Village of Lombard Meeting Rooms (consisting of the Village Board Room, Community Room, and Lilac Conference Room) are available in the following instances:

- Lombard based organizations may request the use of meeting rooms, for events or programs of which the Village is a co-sponsor or is affiliated.
- Lombard based organizations of which the Village provides funding. In this case, a designated Village of Lombard staff person must be required to attend and supervise the meeting or event.
- Groups or organizations of which the Village is a member, sponsor or partner.
- Seated Elected Officials holding office within the designated boundaries of the Village of Lombard may request to utilize a Village Meeting Room for meetings or programs that:
 - Provide a “benefit to the community” and are open to the public.
 - Are not scheduled to take place within six months of an election cycle.
 - Are not political in nature.
 - Do not solicit collections.
 - Do not include advertisements for programs hosted by outside organizations or agencies.

III. Guidelines

- Meetings approved under this policy **must be open to the public** without charge, and no products or services may be solicited or sold.
- Meeting rooms cannot be reserved on an ongoing basis by one organization more frequently than once per month. Requests for a meeting room must be made at least two weeks in advance. Please note that the Village Hall will not open until ½ hour prior to the scheduled start of the meeting and the applicant is responsible to notify those attending the meeting.

- The Village does not provide any food or beverages as part of any room reservations. If food or beverages are to be available to participants, it shall be the responsibility of the participants to arrange for delivery, set-up, cleanup and proper disposal of refuse. Any group requesting a reservation must notify the Village at the time the reservation is made as to whether food and beverages are to be served. **NO ALCOHOLIC BEVERAGES ARE ALLOWED ON VILLAGE PROPERTY.**
- The Village of Lombard shall not be obligated to provide items or setup for audio/visual or informational technology needs. While these items may be made available upon request, they are subject to availability and staffing and are not guaranteed.
- Excessive noise or disruption of other meetings or business activities may result in a request to leave the premises. Future reservation requests may be cancelled or denied.
- No group or organization may use the Village Hall mailing address or phone number as any part of the publicity other than to set forth the location of the meeting. All contacts regarding the meeting must be directed to the organizational contact person.
- The Village reserves the right to change, cancel or relocate any requested reservation as circumstances warrant.

IV. Denial of Meeting Room Request

A meeting room request may be denied for reasons including, but not limited to, the following:

- Lack of meeting room availability.
- The Village is not a sponsor or co-sponsor of the event or organization.
- The function is of such nature or duration that it cannot be reasonably accommodated at the Village Hall.
- The function will unduly interfere with the general public enjoyment of Village Hall.
- The function presents a clear and present danger to the health and safety of the community.

If any request is denied, the individual listed on the request form shall be notified prior to the event of the decision, including the reasons for the denial.

Exceptions:

- Meetings of staff, official committees, and boards of the Village of Lombard, when permitted by law, may be closed to the public.
- Sales of program-related materials may be allowed at Village-sponsored programs, when approved in advance by the Village Manager's Office.

V. Responsibility

The Village Manager's Office is authorized to establish reasonable regulations governing use of the meeting rooms. The Village Manager's Office is authorized to deny use of the meeting room for any activity or meeting that would materially and substantially interfere with the primary functions of the Village.

Such consideration may include, but is not limited to, activities or meetings creating excessive noise or a significant safety hazard, anticipated availability of parking space at the requested time, or other factors that may impair the public's access to Village services. The Village reserves the right to modify and to cancel any reservations due to unforeseen circumstances. The Village may also cancel a group's reservation(s) if the meeting room policy is violated. Additionally, the allowance of room usage by the Village of Lombard is NOT an endorsement by the Village to the organization(s).

The Village will NOT allow meeting rooms to be used in the following ways:

- Political Use
- Private, Social, or Commercial events
- Fundraising Events

Priority in scheduling will be as follows:

1. Village business including meetings
2. Village sponsored or co-sponsored meetings or programs
3. Lombard governmental organizations
4. Meetings or programs of not-for-profit organizations or groups (as defined by 805 ILCS 105) at which the stated purpose of the meeting or program is cultural, educational, or civic in nature and whose membership is comprised mainly of Lombard residents or businesses with offices in Lombard.

VI. Forms

- A. Application for the Use of the Village of Lombard Meeting Rooms
- B. Indemnification and Hold Harmless Agreement
- C. Lombard General Regulations for Use of the Meeting Rooms

VII. Procedures

Meetings must be in compliance with the rules as delineated in the *Village of Lombard General Regulations of Use of the Meeting Rooms*.

Set up and take down of the meeting room shall follow the normal procedure for set up and take down. If Village maintenance staff is unavailable to perform such act, set up and take down of the meeting room shall be coordinated by the Village of Lombard representative participating in the event.

Room usage must be formally requested through the Meeting Room Request application.