

GLEN ELLYN CIVIC CENTER
RULES AND REGULATIONS

2013-2014

I. Philosophy

The Glen Ellyn Civic Center exists to conduct the affairs of Village government. Provided that their activities do not interfere with the affairs of Village government, other governmental units, community groups and organizations, and others connected with the Glen Ellyn Community may use the facilities for meetings and recreational purposes. To this end, the following rules are deemed appropriate to insure proper and orderly usage of the Civic Center.

II. Eligible Users, Fees and Deposits

A. **Eligible users** shall be divided into the four categories listed below.

Group Categorization and Scheduling Fee Structure

Category	Group Description	Monday – Friday Mon-Thurs: 9 a.m.-10:45 p.m. Fri: 9 a.m.-5 p.m.			Saturday 8 a.m. – 4 p.m.	
		Fees			Fees	
		Gym 9AM-3PM	Gym 3PM- 10:30PM	Meeting Rooms	Gym	Meeting Room
1	Village of Glen Ellyn	No charge			No charge	
2	Other Governmental or quasi-governmental groups	Varies			Varies	
3	Glen Ellyn residents, or civic, educational, social, recreational groups, homeowner’s associations & not-for-profit organizations whose memberships are above 51% Village of Glen Ellyn residents.	\$15 per block (2 hrs)	\$30 per block (2 hrs)	No charge for 1 st room. \$25 hourly fee applies for additional rooms	\$25 per hour for gym or meeting room	
4	Business organizations and organizations consisting of non-residents of the Village of Glen Ellyn.	\$50 per hour	\$100 per hour	\$25 per hour Standard setup - \$50 per hour Special set up	\$125 per hour	\$75 per hour Standard set up; \$100 per hour Special set up

B. **Fees**

In addition to the scheduling fees outlined above, groups will be charged fees as noted below:

1. If the group charges an admission fee, Saturday rates for that room will apply.
2. Set up and break down time generally results in an additional charge of one (1) hour per session for users subject to hourly fees. Any group needing an unusual or larger set up than normal will be charged an additional set-up/clean-up fee of at least \$25.
3. Any changes to a previously requested room set-up and/or equipment rental on the day of the activity may result in an additional charge of \$10.

C. **Security Deposits**

Category-2, 3, and 4 users shall provide a \$100 security deposit which is refundable if the user follows all the rules and regulations herein. The decision of the Village Manager or his designee concerning refunds is final.

D. Scheduling & Payment

All appropriate deposits, fees, and rosters shall be included with the contract when submitted. Incomplete submittals will NOT be processed. Minimum rental time is one hour. Additionally, contracts need to be submitted a minimum of two business days prior to the requested activity date.

E. Other Equipment

The following equipment is available for use as noted below:

Equipment Rental Fees (flat charge)

Easel with Pad or Marker Board	\$10.00	Board Room Screen	\$10.00
Television/VCR/DVD	\$10.00	Portable Screen	\$10.00
Slide Projector	\$10.00	Sound System	\$10.00

F. Waiver

The Village Manager or his designee reserves the authority to increase, reduce, or waive any applicable or appropriate fees and deposits. Requests for a waiver shall be in writing and will be considered by the Village Manager or his designee on a case-by-case basis.

III. Hours

The normal hours for use of the building by Category 2, 3, and 4 users are 9:00AM until 10:45PM, Monday through Thursday, excluding holidays. Friday hours are 9:00AM until 5:00PM. Category 2, 3, and 4 users may use the building on non-holiday Saturdays between 8:00AM and 4:00PM when the user will not otherwise interfere with the operation of the Civic Center. The building is closed on Sundays.

IV. Scheduling and Usage Limits

A. Gymnasium –

Primary use of the gym is for basketball. Dancing, baseball, soccer, hockey, and similar functions are not permitted uses.

Weekly gym scheduling is from September to August period of time. Due to the overwhelming number of requests, a lottery is held to determine which groups will receive a regular block (consisting of two hours or 1.5 hours) of gym time during the week. All requests received by a date specified each year, will be treated as if they were simultaneously received. Gymnasium users will be allowed only one day per week, during peak basketball season.

Gym requests received at other times of the year, will be considered on a “first come, first serve” basis.

B. Meeting Rooms –

Requests received for meeting rooms will be considered on a “first come first served” basis.

The Village Manager or his designee reserves the authority, at their sole discretion, and for any reason, to schedule requests in any other fashion including, but not limited to:

1. Limiting the amount of usage by Category except Category 1.
2. Resolving conflicting requests by users of the same category.
3. The size, choice of room or type of use requested.
4. Limiting the type of meeting configurations in a given room.
5. Time, space, *and staff* availability.

V. Cancellations/Rescheduling

Refunds of scheduling fees are granted if a 24-hour notice has been received by Village staff. Exceptions due to extenuating circumstances may be granted at the discretion of the Village Manager or his designee.

Users who do not pay a scheduling fee and fail to provide one (1) day advance notice of cancellation(s) or make more than two date changes during their contract period shall be charged:

<i>First Infraction</i>	<i>Category 2 & 3</i>	<i>\$10¹</i>	<i>Category 4</i>	<i>All fees¹</i>
<i>Second Infraction</i>	<i>Category 2 & 3</i>	<i>\$25¹</i>	<i>Category 4</i>	<i>All fees¹</i>
<i>Third Infraction</i>	<i>Category 2 & 3</i>	<i>\$50²</i>	<i>Category 4</i>	<i>All fees²</i>

¹ *All charges assessed must be paid two days prior to the user’s next scheduled date. If charges are not paid, the contract will be suspended until such time the fee is paid in full. In addition, Wiedner Auditorium user(s) forfeit their scheduling fee that is not charged against their security deposit.*

² *Additionally, after the third infraction the user will not be entitled to schedule space during the next September-August contract year. The user will also forfeit the balance of the current year’s contract and all remaining room reservations.*

VI. Usage Rules

- A. The business of the Village Board, Village Boards and Commissions, and Village staff shall at all times have priority over all other uses. In the event it is necessary to preempt any other use of the Civic Center for Category 1 usage, the Village will attempt to give at least 24 hours notice.
- B. No use shall be permitted which interferes with the conduct of the business of the Village Board, Village Boards and Commissions, Village staff, or other building users.
- C. The Village Manager or his designee shall have the authority to enforce the rules of the Civic Center giving consideration to the philosophy of the use of the Civic Center. In the event the Village Manger or his designee determines that any user or any person attending a user’s function violates any of the rules and regulations or the philosophy of the Civic Center, then the user may be required to immediately discontinue the use of the building. In such case, the unused scheduling fees and security deposits shall be refunded after deduction for facility damage if any.
- D. The Facilities Supervisor may refuse any potential user permission to use the Civic Center if it is determined that the user will violate the Rules and Regulations of the Civic Center. Requests for reconsideration of any such refusal may be made to the Village Manager or his designee whose decision shall be final.

- E. The user(s) agree(s) to indemnify and hold harmless the Village of Glen Ellyn, its agents and employees from and against any and all loss or liability of any nature relating to the use of the Civic Center including, but not limited to, injury or death of any persons, damage or destruction or property, including loss of use thereof.
- F. The user(s) agree(s) that the Village of Glen Ellyn, its agents and employees assume no liability whatsoever relating to the use of the facilities or the cancellation by the Village of any planned use of the facilities.
- G. The user(s) acknowledge(s) that the Village of Glen Ellyn may require user(s) to provide evidence of insurance in the amount and types sufficient to satisfy the needs of the Village and listing the Village as an additional insured.
- H. The person who signed the contract to make the reservation agrees to be present at all times during the use of the property. In the event that person cannot be present temporarily, the Village must be notified of a name and telephone number of a substituting adult and the date of the substitution. Excessive substitutions may be grounds for cancellation. At all times the individual who signed the contract is responsible for the actions of the group. For any youth functions, sufficient, competent adult supervision or chaperons must be provided by the organization. Parents dropping off children must remain with their children until adult supervision arrives. Additionally, proper care and protection should be taken to protect Village property. If Village staff is required to clean up glue, glitter, paint, soil, food, beverage, tape, ink, etc. from the facility or its furniture, a fee of not less than \$25 may be charged.
- I. The listing of any of the Village's telephone numbers on user publicity material is prohibited. Village staff will not take a telephone message(s) nor accept or forward mail for Category 2-4 users.
- J. The Village Manager or his designee may require law enforcement personnel to be present at any youth function or activity. In the event that law enforcement personnel are required to be present at any function, the user will be charged the current hourly rate for each officer present. Arrangements for officers to be present are to be made through the Police Chief or his designee. Payment is to be made directly to the Police Department by 4:00PM proceeding the day of the activity.
- K. Smoking and alcohol are prohibited in all areas of the Civic Center.
- L. All facilities are to be left in clean, undamaged condition.
- M. Tables are not permitted in the third floor hallway.
- N. The user(s) shall also not introduce or permit the introduction of material into the Civic Center which is dangerous to persons using the Civic Center or to the building or its furnishings. In addition, the user(s) shall not introduce or permit the introduction of equipment into the Civic Center which will harm the electrical system of the Civic Center or present a hazard to persons using the Civic Center or to the building or its furnishings.
- O. Children shall be supervised at all times and no user may use any room solely for babysitting purposes. Infractions of this nature may result in a termination of the contract.

- P. Dancing, baseball, soccer, hockey, and similar functions are not permitted uses.
- Q. No animals except those for handicap assistance and Police business are permitted in the building.
- R. User supplied signage, banners, and decorations are not allowed without authorization of the Facilities Manager or his designee 24 hours prior to the event.
- S. Providing any Category 2, 3, or 4 user permission to use the Civic Center does not constitute Village endorsement or sponsorship of any user or any position taken by any user, and no Category 2, 3, or 4 user may in any fashion publish or make any statement to the contrary.

VII. Exceptions and Amendments to Rules and Regulations

The Village Manager or his designee shall have the right to make exceptions to any portion of these Rules and Regulations and may from time to time amend these Rules and Regulations.

VIII. License Granted

Use of the Civic Center by users in Category 2, 3, and 4 is not a right but a privilege consisting of a non-exclusive revocable license.

IX. Notice of Rules

Copies of these rules shall be available to each group using the Civic Center.

X. Acceptance of Rules and Regulations

Groups scheduling use of the Civic Center by any user shall constitute acceptance of and agreement to abide by these Rules and Regulations.