



# GLEN ELLYN POLICE DEPARTMENT COMMUNITY ROOM

## **POLICY:**

The Glen Ellyn Police Department has a Community Room available for public use. The room is intended for use by civic and community, not-for-profit, secular, adult groups that benefit or give assistance to Glen Ellyn. The Community Room is provided free of charge, therefore we reserve the right of refusal for specific articulated reasons. The room has a 100-person seating capacity.

## **PROCEDURE:**

A request must be submitted to the Police Department to ensure appropriate use of the Community Room. The request must be made on the form at the end of this document either in person, by fax or email and received at least 10 business days but no greater than 6 months prior to the meeting date. Request forms will be available from the Records Division. All requests will be processed through the Administrative Assistant to the Chief of Police. If the Administrative Assistant to the Chief of Police is unavailable, the request will be forwarded to Deputy Chief of Administration. In the event of a room request conflict, priority will be considered by the date the request is received and the benefit of the event to the Village of Glen Ellyn. To submit a request, a Community Room Application must be signed and submitted by the group's representative. Access to the room will be allowed only after the completed application form has been submitted and the request approved. Meeting attendees must be informed by the group's representative prior to the meeting that those attending the meeting must park in the front of the building or legally park on nearby streets.

## **GENERAL RULES:**

1. Police Department/Village meetings will take priority status and may cause rescheduling of other events. We reserve the right to change or cancel any reservation.
2. During the initial 6 month trial period, we will not accept long-term, month-to-month reservations. The purpose of this policy is to expose the potential use of the room to several groups without allowing groups to claim dates. However, a community group may reserve the room up to two times over the next few months. At the end of 2017, we will evaluate the use of the room and determine if we need to change this policy.
3. The Community Room will be available for public use from Monday through Saturday from 7:00am – 10:00pm.
4. Completion of the included Community Room Application is required, with a 10 day advance notice.

5. The room will not be used by private groups for entertainment purposes.
6. Smoking and consumption of alcohol are not allowed in the Glen Ellyn Police Department.
7. Prior to the start of the event, the group representative will check in with the Glen Ellyn Police Department Records Division and provide a state issued identification card to the Records Division personnel to be held during the duration of the meeting.
8. The person representing the organization reserving the Community Room must be present during the entire event.
9. A podium is available for meeting use with microphone capabilities. At the present time, access to a projector is not available.
10. At the conclusion of the event and after the room has been cleaned up, the person representing the organization will receive their ID back from the Glen Ellyn Police Department Records Division. Records Division personnel will then contact the Shift Supervisor to lock up the Community Room.
11. The kitchen facilities of the Community Room will be made available to groups using the room.
12. A refrigerator, microwave and coffee machine are available for use. There is no other cooking permitted. Coffee, sugar, creamer, stir sticks, etc. will not be provided by the Police Department. These items must be provided by the event organizer.
13. The furniture and equipment in the Community Room is not to be moved, rearranged or taken out of the room, nor may any other furniture be brought into the room without approval from the Glen Ellyn Police Department.
14. Bottled water and beverages served out of lidded cups/glasses may be consumed in the room and will be provided by the event organizer. No punch bowls, 2-liter bottles, etc. are allowed in the room.
15. The event organizer is responsible for providing lidded cups/glasses, plates, napkins, etc.
16. No adhesives, tape, tacks, etc. are to be used on the walls, furniture, or any other surfaces in the Community Room in order to post any signage, labels, etc.
17. The Police Department will not provide copying or any other general office services or office supplies.
18. No pets or animals are allowed in the Community Room unless it is a service animal.
19. A cancellation notification must be made to the Administrative Assistant to the Chief via email. Telephone cancellations will be accepted in last minute emergencies.

**CLEAN-UP RESPONSIBILITIES:**

1. It is the responsibility of the group representative to make sure all garbage has been picked up and put in trash cans.
2. Trash cans (regular garbage and recycling) are provided in the community room.
3. All liquid containers should be emptied prior to placing in trash cans. Please ensure no liquid is leaking from the trash cans or liners.
4. At the conclusion of the event, the group representative is responsible for ensuring that the room is in its original condition.
5. If tables are used, please ensure the tables are wiped clean. Please do not attempt to fold the tables.

**GLEN ELLYN POLICE DEPARTMENT**  
**COMMUNITY ROOM APPLICATION FORM**

To request a reservation for the Community Room, please complete and submit the form below to the Glen Ellyn Police Department, Administrative Assistant to the Chief of Police, 65 S. Park Boulevard, Glen Ellyn, Illinois 60137

Phone: (630) 469-1187 Fax: (630) 469-4139 Email: Cmiller@glenellyn.org

The application must be received at least 10 business days but no greater than 6 months prior to the meeting date.

Note: A state issued identification card will be required to be deposited with the Police Department Records Unit prior to the beginning of the meeting. The Identification card will be returned at the conclusion of the meeting.

If no conflict exists, the room will be made available on a first come, first served basis.

Group Name: \_\_\_\_\_ Type of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_

Daytime Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Room Setup Request: # of Chairs \_\_\_\_\_ # of Tables \_\_\_\_\_

The following layouts are available:

Option 1 – Classroom style with podium

Option 2 – Chairs only, no tables with podium

Option 3 – Small square configuration ---seats between 15-20

Please circle the applicable answers:

Will beverages be served?    Yes    No    (Lidded Cups to be provided by the event organizer)

Will food be served?        Yes    No

Require use of the Podium?    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: \_\_\_\_\_

Brief Description of the Nature of the Meeting:

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By completing this application, the applicant agrees that they have read and will abide by the Village of Glen Ellyn Police Department's Community Room Policy (a copy of which is attached), and to indemnify, keep, hold harmless, and defend the Village of Glen Ellyn, its agents, officials and employees against all loss, damages, injuries, deaths, claims, suits, liabilities, judgments, costs, and expenses which in any way may accrue against the Village of Glen Ellyn in consequence of the above group and its members using a meeting room of the Village of Glen Ellyn.

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

**FOR OFFICE USE ONLY:**

Date Application Received: \_\_\_\_\_

Application: Approved or Denied \_\_\_\_\_

Date Group Notified: \_\_\_\_\_ By: \_\_\_\_\_