

## **MEETING ROOM POLICIES AND PROCEDURES**

### **General Guidelines**

The meeting rooms in the Naperville Municipal Center are designed primarily to meet the operational needs of the City of Naperville and provide accommodations for educational, informational, cultural and civic functions of the Naperville community. Information regarding the rooms and scheduling is the responsibility of the City Manager's office.

### **Priorities**

In the event of a scheduling conflict, reservations will be taken in this order:

1. Official City meetings
2. Other agencies of government
3. Meetings of nonprofit community groups/organizations whose aims are for educational, cultural or civic purposes. A copy of the Articles of Incorporation or Charter must be supplied every year.

### **No Endorsement**

Use of the meeting rooms does not constitute City endorsement of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement will be permitted.

### **Equal Opportunity**

In accordance with Federal, and State law, all activities taking place in the meeting rooms must be open to all citizens, regardless of age, race, color, national origin, ancestry, hair, religion, sex, sexual and gender orientation and identity, pregnancy and lactation, physical or mental disability, military and veteran status, and marital status. It is the responsibility of the group to provide any and all reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

### **Liability**

- All organizations or groups shall indemnify, defend and hold harmless the City of Naperville, its officers, agents and employees from and against any and all claims, suits, actions or any kind resulting from any negligent act, omission or error of the renter which results in personal injuries or property damage arising from the renter's use of the Municipal Center Meeting Rooms.
- The applicant and/or organization will be jointly and separately liable for any breakage, damage or theft of any City property caused by members or guests of the group or organization. Liability includes all applicable court costs and attorney fees.
- The City of Naperville, its employees and Trustees do not assume personal responsibility for personal injury or damage or loss of personal property during the applicant's use of meeting room.

### **Restrictions:**

- The Municipal Center Meeting Rooms are not available for private parties, commercial purposes, rehearsals, social gatherings or fundraising activities. The meeting rooms may not be used for meetings organized by a political candidate or by an organization formed specifically for a candidate or an issue. Political meetings with a less specific focus are permitted. Signs that are specific to a candidate shall not be displayed when using meeting rooms at the City. Meeting agendas may be requested prior to booking confirmation.
- Organizations meeting in the Municipal Center meeting rooms shall not use the City for their mailing address or, even on a temporary basis, direct calls relating to their meetings to the City telephones.
- All groups of persons under 18 years of age must be attended by adult chaperones who will assume responsibility for the group's activities.
- Smoking is not allowed anywhere in the Municipal Center.
- Alcoholic beverages are not allowed to be consumed anywhere on the premises.
- Set-up and take down is done by the City's custodial staff.
- Each nonprofit organization will be limited to no more than two (2) meeting room uses per month.

### **Reservations and Scheduling**

- Reservations should be made at least 14 days in advance.
- Reservations must be made by a person residing within the corporate limits of Naperville who is 18 years of age or older. The person making the application shall be the contact person and the only person authorized to make changes in the reservation.
- Room reservations must be made online. A room reservation is temporary until the form has been approved by the City Manager's office and any applicable outstanding fees paid.
- The City may preempt any meeting when necessary. All efforts will be made to avoid cancelling a reservation or moving a group into another room, however, please be aware that this may happen. All reasonable efforts will be made to reschedule the reservation to another area in the Municipal Center. If this is not possible, the requesting group will be notified.
- The Municipal Center has maintenance personnel and a security guard available during the meeting. All parties must vacate the building once their meeting has ended.
- Meetings can be scheduled from 8 a.m. to 8 p.m. Monday through Friday. Meeting attendees must exit the building by 8:30 p.m. No meetings will be scheduled on Saturdays or Sundays or on City-observed holidays.
- No group may assign its reservation to another group.
- Requests will be honored on a first-come, first-served basis; however, the City may preempt any meeting when warranted.

### **Schedule of Fees**

- Room rentals are \$30.
- Users will be invoiced for the cost of the room by the City's Finance Department and will have 30 days to pay the balance due.
- The basic rental room fee includes the set-up and take down of chairs and tables, placement of a podium and projection screen and placement of additional trash containers, if needed.
- Any costs for special cleanup, damage or equipment repairs incurred by the City as a result of renter's use may be charged to the applicant.
- Fees will not apply to, and some restrictions may be waived for official City meetings of the staff or governing bodies of the City of Naperville. This would include town meetings of elected representatives of local, state or national government.

### **Cancellations and Refunds**

- Cancellations will be accepted from the original applicant only. Cancellations will be made only if the notice of cancellation is received BY EMAIL no later than forty-eight hours (48) before the scheduled event. Refunds will not be made for cancellations with less than forty-eight (48) hours advance notice unless cancelled by the City.
- The City reserves the right to cancel any meeting or reservation due to unforeseen circumstances such as a building or weather emergencies.

### **Use and Care of Facilities**

- Attendance at meetings must be limited to the stated capacity of the rooms.
- Nails, tacks, tape, etc., are not to be used on the walls or grease boards.
- Meeting rooms must be left clean and in good condition. All papers, cups and other waste must be disposed of properly. Failure to leave the facility in proper order could result in denial of future requests to use the facilities. Each organization will reimburse the City for any and all property damage done or presumed to have been done to the City facilities used as a result of an approved request.
- The direct maintenance expense for the removal of carpet stains caused by food and drinks will be charged back to the user.

### **Parking**

Parking is available on the upper parking deck, accessible from Webster Street and Eagle Street. Please enter the building through the main entrance by the fountain. For groups of 50 or more, please park off site.