

Meeting Room Policy and Procedures

PURPOSE:

The meeting rooms in the Naperville Municipal Center are designed primarily to meet the operational needs of the City of Naperville and also provide accommodations for educational, informational, cultural, and civic functions of the Naperville Community.

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, religion, sex (including transgender status, sexual orientation, and pregnancy), and disability. 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.

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.

SCHEDULING:

Meetings are scheduled on a first come first serve basis up to one year in advance. Scheduling is prioritized as follows:

1. City of Naperville meetings and programs
2. Other agencies of government
3. Meetings of non-profit community groups/organizations for educational, cultural, or civic purposes.

The City may preempt a meeting if necessary. All efforts will be made to avoid cancelling a meeting or moving a group to another room, however this may happen aligned with the scheduling priorities above.

Meetings may be scheduled from 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Fridays, meeting attendees must exit the building by 8:30 p.m. and 5:30 p.m. respectively. No meetings will be scheduled on city-observed holidays.

RESERVATIONS:

1. Reservations must be made at least 14 days in advance of the requested meeting date through the online request form. Reservation requests within 14 days will not be approved.
2. Each organization is limited to no more than two meeting room uses per month.

3. Reservations must be made by a person 18 years of age or older residing within the corporate limits of Naperville. The person submitting the application will be the contact person, is the only person authorized to make changes to the reservation and must be in attendance at the meeting. No group may assign their reservation to another group.
4. A room reservation is temporary until the form has been approved by the City Manager's office and any outstanding fees applicable are paid.

FEES:

1. Room rental fees are assessed for setup and cleaning:
\$60 for Meeting Room A, Meeting Room B, or the Lunchroom
\$100 for Meeting Room A and B combined
2. The City Manager's Office will respond to your meeting request advising that the reservation will be held pending approval and receipt of the fees due. To confirm your meeting room reservation, payment is due within ten days of receipt of the email. If payment is not received within ten days, the reservation will be cancelled.
3. Any costs for special cleanup or damage incurred by the City as a result of the renter's use may be charged to the applicant.
4. Fees are not assessed for meeting room use by other government agencies or town meetings of elected representatives of local, state or national government.

CANCELLATIONS AND REFUNDS:

1. Cancellations will be accepted from the original applicant only and must be made via email. Refunds will be issued for cancellations made at least 48 hours in advance of the meeting reservation.
2. The City reserves the right to cancel any meeting or reservation due to unforeseen circumstances including building or weather emergencies.

OTHER:

1. The Municipal Center has a security guard on site during evening meeting times.
2. All meeting participants should enter the building through the main entrance. Parking is available on the upper parking deck accessible from both Webster and Eagle Streets.
3. All parties must vacate the building once their meeting has ended.
4. Attendance at meetings must be limited to the stated capacity of the rooms.
5. All groups with persons under 18 years of age must be attended by and supervised by an adult chaperone who assumes responsibility for the group's activities.

RESTRICTIONS:

1. Municipal Center meeting rooms are not available for private parties, commercial purposes, rehearsals, social gatherings or fundraising activities.
2. The meeting rooms may not be used for meetings organized by a political candidate or by an organization formed specifically for a candidate or 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.
3. Nails, tacks, tape, or other adhesives shall not be used.
4. Meeting rooms must be left clean and in good condition.
5. Smoking and alcoholic beverages are not permitted in the Municipal Center.
6. Groups are welcome to bring in prepared food and beverages; onsite cooking is prohibited.

LIABILITY:

1. 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 of any kind arising out of or in any way connected with the organization's use of the Municipal Center Meeting Rooms.
2. 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.
3. 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 the meeting room.
4. All applicants, organizations, and participants assume any and all risks associated with their use of the Municipal Center meeting rooms and hereby release and waive any and all claims against the City of Naperville, its officers, agents, and employees for any injury, damage, or loss of property arising out of such use.