

Chapter 6
VILLAGE HALL FACILITIES

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6.01 VILLAGE HALL USES

A. ACCEPTED USES: Access to Village Hall meeting room areas (“facility”) on matters other than official Village business or Village-sponsored events shall be restricted to the following classes of organizations, corporations or agencies:

1. Governmental or quasi-governmental units or districts which are wholly or partly coterminous with the Village; or
2. Bona fide charitable or not-for-profit organizations, entities or corporations which have a substantial involvement or provide a substantial benefit to the citizens of the Village, such as homeowners’ associations. An organization shall be deemed to have substantial involvement or provide a substantial benefit in the Village if either a majority of its members are residents or, in the case of regional organizations, if the Village falls within the region.

B. PROHIBITED USES: Prohibited uses of the facility are as follows:

1. No religious services shall be permitted. However, the offering of a prayer or invocation prior to a meeting shall not be considered a religious service.
2. No commercial enterprises, solicitation or sales of merchandise whatsoever shall be transacted.

C. CANCELLATION: The Village reserves the right to deny permission, or cancel permission once permission is granted, for any reason and shall not be responsible for any loss, cost, or damage or injury of any sort, direct or indirect.

6.02 VILLAGE HALL USE PROCEDURES

A. PROCEDURES: All requests for use of the facility shall be made in writing to the Clerk not less than 15 days prior to the date of use. Such request shall identify one or more local residents for purposes of receiving any communication relative to the request and also to act as the responsible party for compliance with all rules and regulations pertaining to facility use. The Clerk may also request supporting documentation to confirm that the group is a permitted user.

B. CLEANUP: Any facility user shall be responsible for the condition of the facility and all property within it, and shall leave the facility and all property in its original condition. In the event the Village has to cleanup, repair or replace the facility and/or any property the organization, through the designated responsible person, shall be responsible for the Village

incurred costs plus an administration fee equal to 50 percent of the cost.

C. HOURS: Use of the facility is restricted to the hours of 1 p.m. to 8 p.m. Any user group may post a notice, subject to the approval of the Clerk, in the front door area of Village Hall not more than 36 hours prior to the use of the facility. Said notice shall be removed immediately after the use.

D. RULES AND REGULATIONS: The Clerk shall make available to users any other rules and regulations deemed necessary for the use of the facility.

E. INDEMNIFICATION: Each organization using the facility shall indemnify and hold the Village harmless from any loss, damage or claim of loss or damage or injury of any sort arising or alleged to have arisen from the use of the facility. Proof of liability insurance shall be provided to the Clerk prior to use of the facility.

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