

# HANOVER PARK POLICE DEPARTMENT HEADQUARTERS

## COMMUNITY ROOM USE POLICY

### POLICY:

The Hanover Park Police Headquarters 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 Hanover Park. The Community Room is provided free of charge, therefore we reserve the right of refusal for specific articulated reasons. The maximum rated occupancy for the room is 75 persons, with a 50 person limit 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 either in person, fax or emailed 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 Unit or Village website. All requests will be channeled 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 the Support Services Sergeant. The Support Services Sergeant will maintain overall responsibility for the Community Room and the reservation process. 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 Hanover Park as the determining factors. At the time the request is submitted, a room use agreement form will be signed and submitted by the group's representative. Access to the room will be allowed only after the completed use agreement 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 far west portion of the Metra commuter parking lot.***

### GENERAL RULES:

1. Governmental meetings will take priority status and may cause rescheduling of other events.
2. The room is not intended for use by private groups for entertainment purposes.
3. Consumption of alcohol and smoking are not allowed in the Hanover Park Police Department.
4. A representative from the organization requesting use of the room will provide their name and telephone number.
5. The person representing the organization reserving the Community Room must be present during the entire event, and provide a state issued identification card to the Records Unit personnel to be held during the duration of the meeting.
6. A general description of the event to be scheduled and the number of expected participants is required.
8. Prior to the event the group representative will check in with the Hanover Park Police Records Unit.
9. At the time of check-in, a member of the Hanover Park Police Records Unit will unlock the room and inspect it for proper number of tables, chairs, and overall cleanliness. The staff member will then give the meeting representative a brief orientation of the room and its functions.
10. A podium is available for meeting use with audio and/or video connections for the overhead projector. A DVD player is provided. No computers or pointing devices are supplied. Training on the use of the podium will be required of the group member at least 24 hours in advance of the room use and will be supplied by an employee of the Hanover Park Police Department.

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11. At the conclusion of the event and after the room has been cleaned up, notification will be made to the Hanover Park Police Department Records Unit by the group's representative.
12. The Police Department staff member will then conduct a post meeting inspection of the Community Room for overall cleanliness; making sure no departmental property is missing and/or damaged.
13. When the room is found to be in order after the staff member's inspection, the identification card will then be returned to the group's representative. Records Unit personnel will then relock the Community Room.
14. The kitchen facilities of the Community Room will generally not be made available to groups using the room. Requests for use of the kitchen facilities will be considered on an individual basis.
15. 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 Hanover Park Police Department.
16. Bottled water and beverages served out of lidded cups/glasses may be consumed in the room if written approval has been given and these items are provided by the event organizer. No punch bowls, 2-liter bottles, etc. are allowed in the room.
17. The meeting organizer is responsible for providing lidded cups/glasses, plates, napkins, etc. Coffee, sugar, creamer, stir sticks, etc. will not be provided by the police department. These items must be provided by the meeting organizer.
18. 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.

### CLEAN-UP RESPONSIBILITIES:

1. It is the responsibility of the sponsoring person to make sure all garbage has been picked up and put in trash cans.
2. Trash cans are provided in the community room along with a supply of liners.
3. Full trash liners should be removed from the trash cans, sealed and placed besides the cans. A fresh liner should be placed in the trash can.
4. All liquid containers should be emptied prior to placing in trash cans. Please ensure no liquid is leaking from the trash cans or liners.
5. Up to 50 chairs can be made available. At the conclusion of the event the group representative is responsible for returning the chairs in the manner in which they were found.
6. If tables are used, ensure the tables are wiped clean. Please clean the floor around the tables. Do not attempt to fold the tables.

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**COMMUNITY ROOM APPLICATION**

To request a reservation for the Community Room(s), please complete and submit the form below to the Village of Hanover Park Police Department Headquarters, Administrative Assistant to the Chief of Police, 2011 Lake Street, Hanover Park, Illinois 60133

Phone: (630) 823-5500 Fax: (630) 823-5499 Email: kperez@hpil.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 front desk staff 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.

***Meeting attendees are required to park in the far west portion of the Metra commuter parking lot.***

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

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

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

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

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

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

Will your group require the use of the overhead projector?      Yes    No

***Audio/Video connections are available and a DVD player is provided for the overhead projector. No computers or pointing devices are provided. If overhead projector is to be used, training is required to be completed 24 hours in advance of the meeting and is provided by the Support Services Sergeant or his designee.***

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: \_\_\_\_\_

By completing this application, the applicant agrees that they have read and will abide by the Village of Hanover Park Police Department's Community Room Policy (a copy of which is attached), and to indemnify, keep, hold harmless, and defend the Village of Hanover Park, 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 Hanover Park in consequence of the above group and its members using a meeting room of the Village of Hanover Park.

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

For Office Use Only:

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

Approved or Denied (Circle one)

Date Group Notified of Approval/Denial: \_\_\_\_\_

Date Police Department Notified: \_\_\_\_\_

By: \_\_\_\_\_ Date \_\_\_\_\_