

**Grayslake Heritage Center Community Room/Courtyard  
Agreement and Acknowledgement**

Date of Meeting: \_\_\_\_\_

Meeting Start and End Times: \_\_\_\_\_

Name of Organization/Individual: \_\_\_\_\_

Organizational Status:       For Profit                       Non-profit                       Other

Individual Responsible for Meeting: \_\_\_\_\_

Address to Send Confirmation: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

Nature of Meeting: \_\_\_\_\_

Number Expected to Attend: \_\_\_\_\_

Meeting Room Set Up/Take Down by:       Organization       Grayslake Heritage Center

Room Set Up Instructions and Other Requirements: \_\_\_\_\_

\_\_\_\_\_  
I hereby certify that I have read, understand and agree to abide by the conditions as outlined by the document, *Grayslake Heritage Center Community Room/Courtyard Agreement and Acknowledgement*. I furthermore agree to hold the Village of Grayslake harmless for any loss, damage or injury to persons or property incurred during use of the facility and that I will pay for any damages to Heritage Center property and non-routine cleaning required as a result of the event for which I am using the facility. I furthermore agree to abide by all applicable federal, state, and local laws, rules and regulations.

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

(Applicant)

Please Return Application to: Michelle Poe, Executive Director  
164 Hawley St  
Grayslake, IL 60030

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Reservations will be taken on a first-come, first serve basis.

## Grayslake Heritage Center Public Use Policy

The following spaces within the Grayslake Heritage Center are available to be reserved for certain non-Village-sponsored meetings, programs, activities, and events (collectively, “Events”) in accordance with this Grayslake Heritage Center Public Use Policy (“Policy”):

1. Community Room
2. Courtyard

(collectively, “Heritage Center Spaces”)

Rental of the other areas within the Heritage Center facility may be negotiated on a case-by-case basis, and will be subject to the same terms and conditions as use or rental of the Heritage Center Spaces, except that the Executive Director of the Grayslake Heritage Center (the “Director”) is authorized to approve modifications to this Policy as needed to accommodate a proposed use of other areas of the facility. However, the Director is not authorized to approve modifications to the scope of permitted uses set forth in the following section.

The Heritage Center and the Heritage Center Spaces are a limited public forum and are being made available for use by the Grayslake community for limited purposes, as set forth in this Policy. The Village may modify the scope of permitted uses of the Heritage Center and Heritage Center Spaces or any other aspect of this Policy from time to time.

### A. PERMITTED USES:

1. The Heritage Center Spaces shall be available without charge (except the payment of refundable damage deposits, if requested) only for an Event that the applicant demonstrates to the satisfaction of the Director meets all of the following criteria:

- a. The Event has as its primary purpose one or more of the following:
  - o Conducting a business, administrative, or organizational meeting; or
  - o Participating in activities pertaining to non-partisan political, civic, or business matters relating to the Grayslake community.
- b. The Event is sponsored by one or more of the following (the “Sponsoring Organization”):
  - o An organization or association with which the Village is affiliated;
  - o A public body; or
  - o A local [not for profit] organization or association that is based within the corporate limits of the Village of Grayslake;
- c. The Event conforms to all applicable federal, state, and local laws, rules, and regulations and does not pose a risk to the health, safety, or welfare of the Grayslake community; and
- d. The Event will not interfere with or disrupt the normal use and operation of the Heritage Center facility, Village Activities (as defined herein), or other non-Village-sponsored Events scheduled at the Heritage Center.

2. The Heritage Center Spaces (and any other areas within the Heritage Center facility that may be approved for rental) are also be available for rental use at the discretion of the Village upon the payment of rental fees and other charges as set forth in this Policy for an Event that the applicant demonstrates to the satisfaction of the Director meets all of the following criteria:

- a. The Event has as its primary purpose one or more of the following:
  - o Conducting a business, administrative, or organizational meeting; or
  - o Hosting a social event or gathering, such as a private party, reception, or shower.
- b. The Sponsoring Organization of the Event is an individual, a not-for-profit organization

or association, or a business or other for-profit organization that resides or is based within the corporate limits of the Village of Grayslake.

c. The Event conforms to all applicable federal, state, and local laws, rules, and regulations and does not pose a risk to the health, safety, or welfare of the Grayslake community.

## **B. APPLICATIONS AND SCHEDULING:**

An application for use of any Heritage Center Space must be completed and submitted to the Director at least 10 business days before the proposed date of the Event. Applications shall be submitted on forms designated by the Village Manager, which shall contain, at a minimum, the following information:

1. Date and time of the Event (including time needed for set-up and clean-up);
2. Name and contact information of the applicant and the Sponsoring Organization (if different), and at least one individual contact person who is responsible for the Event;
3. A description of the Event;
4. The number of persons expected to attend;
5. A description of any furniture and/or equipment required;
6. A statement of agreement to indemnify and hold harmless the Village of Grayslake, the Grayslake Heritage Center Committee, and the Grayslake Historical Society and their officers, officials, employees, agents, attorneys, and representatives from all claims of loss, damage, injury, or death sustained as a result of the Event or the use of the HeritageCenter Space;
7. A statement of agreement to abide by the terms and conditions of this Policy and all applicable federal, state, and local laws, rules, and regulations;
8. A statement of agreement to pay for any damages to Village property and any non-routine cleaning required as a result of the Event or for which the applicant, the Sponsoring Organization, or their employees, agents, or guests are responsible;
9. Payment of all applicable fees and damage deposits;
10. The signature of the authorized representatives of the applicant and the Sponsoring Organization (if different); and
11. Such other information as the Director may reasonably require to process the application.

## **C. GRANT OR DENIAL OF APPLICATIONS:**

The Director shall review all completed applications submitted for use or rental of any Heritage Center Space. If he or she determines that the application meets all requirements of this Policy, then he or she shall grant the request, subject to acceptance by applicant of the rental fee and rental deposit where applicable. If he or she determines that the application does not meet one or more of the requirements of this Policy, then he or she shall deny the request. The Director shall notify the applicant in writing of the decision to grant or deny the request within [7] business days after the Village's receipt of a timely and complete application.

#### **D. APPEALS:**

An applicant whose application for use or rental of a Heritage Center Space is denied may appeal the denial by submitting a notice of appeal in writing to the Village Manager within [10] business days after the date of the denial. The Village Manager shall review the notice of appeal, application, and any supporting information submitted by the applicant and render a decision on the application within [30] days. The Manager's decision shall be the final decision of the Village.

#### **E. SCHEDULING:**

Programs, activities, and events sponsored by the Village, the Heritage Center, and the Grayslake Historical Society (collectively, "Village Activities") shall have first priority for use of all Heritage Center Spaces. All other Events will be scheduled at the time an application is granted, on a first come, first-served basis. The Village may cancel, reschedule, or relocate a scheduled Event at any time if the Director determines that the Heritage Center Space reserved for the Event is needed for Village Activities.

Cancellation of a reservation by an applicant must be made at least 48 hours before the start of the Event, or the applicant will forfeit any damage deposit or fees or rental deposit paid in connection with the Event.

If an Event is scheduled to take place outside the Heritage Center's normal business hours, then the applicant or his or her designated agent must pick up a key from the Director at least 48 hours before the Event and return the key after the Event as directed by the Director. The Director will review opening, locking, and key return procedures, and the applicant is responsible for strictly adhering to those procedures. Heritage Center exhibits may not be accessible before or after hours.

#### **F. CAPACITY:**

The applicant shall be responsible for ensuring that attendance at the Event does not exceed the expected attendance stated in the Event application as approved or any other facility capacity limitations reasonably established by the Village. The generally-applicable maximum capacities for the Heritage Center Spaces are as follows:

Community Room:      44 people with tables and chairs  
                                 95 people with chairs only  
                                 133 people with no tables or chairs

Courtyard:            40 people with tables and chairs  
                                 86 people with chairs only  
                                 121 people with no tables or chairs

#### **G. SET-UP AND CLEAN-UP:**

Unless otherwise determined by the Village, the applicant shall be responsible for setting up the Heritage Center Space before the Event and returning the Space to its original condition after the Event. The following Village-owned furniture and equipment may be available for use in the Heritage Center Spaces at the discretion of the Village:

- Six round tables (six feet in diameter)
- Eleven rectangular tables (18 inches by five feet)
- Podium
- Coffee maker (50 cup capacity)
- Mini refrigerator
- Microwave oven
- Two large garbage cans
- Sink (no garbage disposal)
- Electrical outlets in the Courtyard

The applicant shall be responsible for providing, and removing promptly at the conclusion of the Event, all non-Village-owned furniture, equipment, and materials used for the Event.

#### **H. FEES:**

All Events may require the payment of a \$75 damage deposit, if requested. The damage deposit shall be fully refunded within [7] business days after the conclusion of the Event provided that: (i) there is no damage to any Village property as a result of the Event, (ii) the Heritage Center Space and all other Village facilities, furniture, and equipment are left in a clean and orderly condition as required by this Policy, and (iii) all non-Village owned furniture, equipment, and materials used for the Event are removed from Village property.

#### **I. USE REGULATIONS:**

1. Unless waived by the Village Manager, no Sponsoring Organization may use the Heritage Center Space on a complimentary basis more than twice in any calendar month or fifteen times per calendar year.
2. Light refreshments are permitted but must be confined to the Heritage Center Space reserved for the Event. All food and beverages must be cleaned up and removed promptly at the conclusion of the Event, and the Heritage Room Space must be left in a clean, orderly condition. All preparation of food and refreshments must be confined to the kitchen. Liquor is not permitted unless specifically authorized by the Village. If the kitchen is used, it must be left in a clean, orderly condition with appliances unplugged and all equipment properly cleaned.
3. Minors may only use the Heritage Center Spaces under the direct supervision of adults who assume full responsibility for the minors' actions.
4. The applicant and Sponsoring Organization shall be responsible for ensuring that: i) nothing is attached to any walls, windows, ceilings, floors, or Village-owned furniture or equipment without prior authorization; (ii) no changes are made to any mechanical or technical systems within the Heritage Center, including thermostat adjustments; (iii) no signs or banners are posted outside the reserved space without prior authorization of the Executive Director; and (iv) confetti and glitter are not used.
5. The applicant and Sponsoring Organization shall be responsible for ensuring that the Event does not disrupt the normal use and operation of the Heritage Center or disrupt or unreasonably interfere with Village Activities or other non-Village sponsored Events taking place at the Heritage Center. Disruptive conduct may include, but is not limited to, causing loud or discordant noise or music.
6. The applicant and Sponsoring Organization must pay for any damages to Village property and any non-routine cleaning required as a result of the Event or for which the applicant, the Sponsoring Organization, or their employees, agents, or guests are responsible. In the event that Village property is damaged or excessive cleaning is required as a result of the Event, the applicant will forfeit the damage deposit and must pay for any additional repair or clean-up costs.
7. The applicant, Sponsoring Organization, and their agents, employees, and guests may not engage in solicitation or sell or exchange goods during an Event without prior Village approval.
8. The applicant and Sponsoring Organization shall agree to indemnify and hold harmless the Village of Grayslake, the Grayslake Heritage Center Committee, and the Grayslake Historical Society and their officers, officials, employees, agents, attorneys, and representatives from all claims of loss, damage, injury, or death sustained as a result of the Event or the use of the Heritage Center Space.
9. The applicant, Sponsoring Organization, and their agents, employees, and guests must abide by the terms and conditions of this Policy and all applicable federal, state, and local laws, rules, and regulations.

10. The Director or Village Manager is authorized to establish additional rules and regulations consistent with this Policy for the scheduling and operation of Events in the Heritage Center Spaces, including, but not limited to, regulations for the use of Village-owned furniture, equipment, and other personal property; requirements for set-up and clean-up of Heritage Center Spaces; and payment of refundable damage deposits.
11. Any applicant or Sponsoring Organization that has violated any of the rules regarding the Heritage Center Spaces may be denied future use of the Heritage Center Spaces.