VILLAGE OF
LINCOLNSHIRE

VILLAGE HALL
MEETING ROOM USE POLICY
August 12, 2024

Policy Statement
The Village of Lincolnshire's Village Hall contains an 800 square foot Community Room, a 1,500 square foot Meeting Room, and a 400 square foot Executive Conference Room. This policy sets forth the terms and conditions upon which community organizations outside the Village governmental organization may reserve and use these facilities. The first priority for use of the facilities is the Village government meeting schedule. This most often affects the Meeting Room, which is used for all regular meetings of Village Boards and Commissions, but may also affect the Community Room or Executive Conference Room from time to time, when special meetings or committee meetings are scheduled at the same time as the regular meeting of another body.

Criteria for Use
Following are the criteria that an organization must meet to use any of the facilities:

1. The organization must be not-for-profit and must have a significant relationship to the Lincolnshire community. A significant relationship with the Village can be demonstrated by meeting one of the following:

A. 55% or more of members or participants reside within the corporate limits of the Village.

B. Have a charter or other official recognition by a parent state or national organization that designates it a Lincolnshire chapter.

C. Be in good standing for all local registrations, licenses, permits, and regulations.

D. The Corporate Authorities hereby find the following organizations satisfy the foregoing criteria in subparagraphs (A) and/or (B):

- Brushwood Center at Ryerson Woods
- Lincolnshire Garden Club
- Lincolnshire Community Nursery School
- Lincolnshire Sports Association
- Lincolnshire Swim Club
- Lake Forest Open Lands
- Riverside Foundation
- Riverside Foundation Women's Board
- Buffalo Grove Lincolnshire Chamber of Commerce
- School District #103 Learning Fund Foundation
- School District #103 Parent-Teacher Organization

- School District #125 Foundation
- Village Club of Lincolnshire
- Houses of Worship
- Homeowner association management offices serving residential or commercial developments in Lincolnshire.
- Scouting America (formally Cub Scouts, Boy Scouts, and Eagle Scouts)
- Brownies and Girl Scouts
- League of Women Voters
- Lincolnshire Morningstar Rotary Club
- Toastmasters of Lincolnshire
- Tamarak Day Camp
- Banner Day Camp

2. Be one of the following taxing bodies serving Village residents:

   - Lincolnshire-Riverwoods Fire Protection District
   - School District #103
   - School District #125
   - Vernon Area Public Library
   - Vernon Township
   - West Deerfield Township
   - Lake County Forest Preserve District
   - County of Lake

3. Be one of the following entities serving the Village:

   - Federal and State Representatives for purposes of announcing the place and time of Town Meetings, which will not be allowed within 30 days of an election if the representatives are running for office.
   - Being an organization of Lincolnshire businesses, whose purpose is to support and encourage business within the Village.

4. Be an organization which provides a public recreational service within the Village.

6. Be an organization which provides services for residents with special needs:

   - Special Recreation Association of Central Lake County (SRACLC)
   - Riverside Foundation

7. Other organizations that have received §501(c) or §527 recognition from the Internal Revenue Service that are substantially similar to the ones described above.

8. The prohibition set forth above in paragraph (3) against political events scheduled within 30 days of an election shall be waived for events (i) which are not sponsored by the candidates for election, their respective campaign committees or individual political parties, and (ii) to which not less than a majority of the candidates who are certified to be placed on the ballot have committed to attend. For the purpose of promoting the free exchange of political ideas, newspapers published or generally circulated within the Village shall be permitted to host a campaign forum in the Facilities notwithstanding whether they are published by a for-profit corporation.

Content

1. Any other requests for use of the public meeting rooms must be brought to the Village Board for its approval. Approval or disapproval may not be based on the political or religious affiliation of the organization.

2. The event must be limited to 50-114 persons at one time for the Community Room, depending upon the room layout, and 75 persons at one time for the Board Room, 18 persons at one time for the Executive Conference Room, and 12 persons at one time for Conference Room A.

3. The facility may be used only for business meetings or scheduled programs of the organizations. They shall not be available for use as a childcare, baby-sitting or waiting area for organization members or their families while other programs are in progress.

Facilities
Various furnishings are available for use in the four rooms.

1. Board Room - may only be used for business meetings, has auditorium-style seating and a permanent dais with ten executive chairs. The Board Room will seat approximately 75 persons. No food or drink is allowed in the Board Room except when approved by the Village Manager.

2. Community Room. - there are six, 30" x 72" folding tables and 75 stackable straight chairs available for use in the Community Room. A variety of layouts are possible, including:

    A. Reception-style, with up to 130 people standing
    B. Movie/lecture style, with up to 75 people seated in chairs (if the Board Room is not in use)
    C. Small group style, with up to 48 people seated surrounding individual tables
    D. Workshop style, with up to 24 people seated at tables, one side facing forward.

3. Executive Conference Room - contains a round table which seats 12, with approximately six seats around the perimeter of the room.

4. Conference Room A - contains a rectangular table which seats 10-12. This room can only be used if there is a Village staff member attending the meeting, and the reservation should be made by the staff member.

Parking
Please note large meetings may require special parking arrangements, particularly if a meeting is scheduled during the workday or during a public meeting. The Village staff will be pleased to discuss parking requirements when the meeting is scheduled, unless first cleared by the Village Manager or his designee.

Scheduling

The Finance Department will maintain a reservation list for the four rooms. Use may be scheduled up to six months in advance. Special meetings of Village Boards and Commissions take precedence over other uses. A Finance Department representative is available to meet with a designated representative of the organization reserving space in advance to agree upon facilities to be used and setup required. A reservation for any room must be submitted with complete information three business days before the event.

Use
Alcoholic beverages may not be served at any function in the Village Hall.

The Village Hall is a smoke-free building, and smoking of cigarettes or other smoking materials is prohibited anywhere within the building, and twenty feet (20) from all public entrances, windows and ventilation equipment.

The food service area in the Community Room is for warming and serving only; no food preparation may be performed on site.

Any use of the facilities for functions other than group meetings with light refreshments must receive approval from the Village Manager prior to reserving the facility to ensure precautions are taken to prevent damage and guarantee cleanup of the facilities, including the payment of a security deposit equal to $250. Such functions may include, but not be limited to, arts and crafts, demonstrations and workshops. The security deposit may be waived for an event if the sponsor has demonstrated history of using the facilities without requiring any repairs or unreasonable clean up expenses. Precautions must be taken to prevent damage to facilities during activities such as arts and crafts, demonstration, workshops, etc.

The use of these facilities is provided free of charge to Village organizations during hours the building is normally staffed. If the event takes place outside those hours, you shall be required to reimburse the Village for out-of-pocket expenses at a pre-determined rate.

When an event involves minor children, there must be at least one responsible adult age 21 or over. When the minor children are age 12 and under, there must be at least one responsible adult age 21 or over and a ratio of one person age 16 or over for every 5 children under the age of 12.

Damage
Organizations using the facilities are responsible and will be invoiced for any damage that occurs while that organization is using the facilities. The Village of Lincolnshire is not responsible for loss, theft, or damage to any equipment or the personal belongings of participants during the event. Upon acceptance of a reservation, an individual representing the organization will be asked to sign a document waiving Village liability for personal injury to persons attending the function while on the premises.

Elizabeth J. Brandt

Elizabeth J. Brandt, Mayor