

CAMPTON TOWNSHIP COMMUNITY CENTER MEETING ROOM POLICY

Introduction

This policy sets forth the requirements and restrictions that govern reservation and use of the meeting rooms at the Campton Township Community Center. The intent of this policy is to maximize the use of the Township's resources by implementing cost effective, time efficient, and professional practices to achieve the best possible value for the Township resident's meeting area needs. This policy is also designed to be flexible for the Township staff to schedule the meeting rooms for the public use. It is the Township's goal to extend courteous and impartial treatment to all Campton Township residents, not for profit groups and governmental entities. The physical location is 5N082 Old LaFox Road, St. Charles, IL 60175

Implementing Policy

The Township Staff shall be responsible for implementation of this policy and shall set forth the procedures of this policy. The Conference Room and the Main Community Room will be scheduled based on the number of people attending the meeting/event and in the order in which the reservations are made. The basement is not available for any meetings or events.

Community Room Events

Approved groups for the use of the Main Community Room and the Conference Room.

- A. **Not for profit groups** – Local homeowner's association meetings, annual meetings, sports leagues, Girl Scout leaders, Boy Scout Council, American Red Cross classes, Kane County Rangers.
- B. **Government Entities** – Kane County Development, Kane County Water Resources, Village of Campton Hills, Police Commission, and other government bodies.
- C. **Campton Township Residents** – Small private groups for bridal and baby showers, birthday, anniversary, and graduation parties, and subdivision parties.

Fee Structures

<u>EVENT</u>	<u>PER USE</u>
Private groups of up to 10 people (Conference Room)	\$20.00
Private groups of up to 50 people (showers, birthday, anniversary, subdivision parties, etc.)	\$50.00
Not for profit groups of up to 50 people (Scouts, Sports Leagues, Red Cross, etc.)	\$20.00
<u>MEETING</u>	<u>PER MONTH</u>
Government Groups	NO FEE

Security Deposit for Room

A check for \$50.00 made out to Campton Township will be held by the Township for all events. The security deposit will be refunded upon inspection of the facility after the event is held and the key is returned.

Obtaining a Key

Keys will be issued for private events upon receipt of payment prior to the event. Keys are expected to be returned within 2-3 business days following the event and the inspection of the room shows no damages. **Lost keys will be charged \$50.00.**

Keys will be issued for groups using the facility monthly and not required to be returned each month. The contact person must sign the agreement with the rules and if there is a change the Township should be notified of the new contact person and phone number. Not for profit groups will be billed annually for the requested use of the facility. **Lost keys will be charged \$50.00.**

Room Set Up

The Township no longer provides set up for a meeting/ event. Tables and chairs are supplied and should be left as they were found when the meeting/event concludes. There is no janitor on duty and each group shall put trash in the containers and pick up after the meeting/event.

Guidelines for the Use of Rooms

The Township has created a list of guidelines for the use of the Community Center and items that are not acceptable to use in the rooms. Each resident or representative of the group needs to read and sign the guidelines to adhere to. The Township supplies the phone number for the Foreman for any problems or concerns while the building is in use.