



## Community Resource Center (CRC) Facility Usage Policy and Fee Schedule

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Willowbrook's CRC facility is available to the public from 8:30am-4:30pm, Monday-Friday. However, by issuance of a permit, the group is only guaranteed exclusive use of the facility reserved per the terms of the permit. Use of the CRC is subject to observance of all Village ordinances and state laws whether or not a permit has been issued.

**Members of the public can submit a CRC rental application up to 4 weeks in advance of the requested event date. Village of Willowbrook activities will have priority of use of all facilities.**

### **When you must apply for a permit:**

- ☐ When a group is looking to host a private event within the CRC.

### **Definitions:**

- ☐ "Permit": Written permission to reserve a park or portion thereof for the exclusive use of a group. Permit applications are available for any groups of up to 200 persons. Groups of over 200 people can only be approved by the Village Board. Such a request must be made in writing no less than six weeks before the event.
- ☐ "Licensee": The person to whom the permit was issued.

### **Priorities of Use of Facilities:**

- Village-initiated/hosted meetings or events.
- Other agencies of government.
- Meetings of not-for-profit community groups and organizations for educational, cultural, or civic purposes, or for discussions about political issues or candidate(s).
- The Village of Willowbrook reserves the right to request a copy of the organization's Articles of Incorporation or Charter. In the event of a conflict between this policy and the agreement, this policy and agreement will prevail.
- **No Endorsement - Use of the Community Room or Village Board Chambers does not constitute Village endorsement of viewpoints expressed by participants in the programs. No advertisement or announcement implying such endorsement will be permitted.**

### **Restrictions:**

- The Community Room is not available for private parties, commercial purposes, fund-raising activities, or religious services; however, the meeting rooms are available for educational, informational, cultural, and civic functions, and for discussions about political issues which may feature one or more political candidates for office.
- No use of the Community Room may violate any Federal, State, or Local law or ordinance, and all uses must be peaceable and orderly.
- Organizations will be limited to their usage of the Community Room to twice per month, and Village facilities must be used for the purpose(s) stated within the Room Reservation Form.

- Organizations meeting in the Community shall not use the Village for their mailing address or, even on a temporary basis, direct calls relating to their meetings to Village telephones.
- All groups of persons under 18 years of age must be attended by adult chaperones that will assume responsibility for the group's activities.
- Smoking is not allowed anywhere in the Community Resource Center.
- Alcoholic beverages are not allowed to be consumed anywhere on the premises.
- No animals are allowed except for dogs assisting the disabled or animals used for law enforcement purposes.
- Minimal food and drink are allowed in the Community Room; however, the Village reserves the right to deny future use if facilities are found to be in unacceptable condition after use.
- No firearms or weapons are permitted anywhere on the premises except those held by sworn law enforcement personnel.

#### **Reservations & Scheduling:**

- A resident of Willowbrook who is 21 or more than 21 years of age must make reservations. The person making the application shall be the contact person and the only person to make changes to the reservation.
- Applications for use of the rooms must be made on the CRC Rental Application provided by the Village.
- Applications for Community Room use should be made to the Designee/Village Administrator's Office as much in advance as possible (no less than one week) Reservations cannot be accepted more than four weeks in advance. Applications for the use of the facility do not guarantee approval of its use.
- Reservations are made when the rooms are available.
- No group may assign its reservation to another group.

#### **Use and Care of Facilities:**

- Attendance at meetings must be limited to the stated capacity of the rooms. The Community Room has a capacity of 100 people for both Sides A & B, and a capacity of 50 for Community Room Side A, and a capacity of 50 for Community Room Side B.
- Nails, tacks, tape, etc., are not to be used on the walls.
- Meeting rooms must be left clean and in good condition. Food and drink are only permitted in the Community Room; however, the Village reserves the right to deny future use if facilities are found to be unacceptable after use. All papers, cups, and other waste must be disposed of properly.

## **Conditions for All Permits**

1. Unless otherwise noted above, all requests must be made at least 2 weeks prior to the desired date(s). All fees must be paid in full at the time of the application. No requests made less than one week before the date will be accepted.
2. CRC hours are 8:30am-4:30pm Monday-Friday. All rentals and uses **MUST** be held within these hours.
3. The Village reserves the right to hold a credit card on file to deduct a fine of \$250 for any damage.
4. Permits will be issued only to people aged 21 years or over. No permit shall be issued for an event for minors unless it is supervised by a person aged 21 or over.
5. The Village reserves the right to adjust the assignment of facilities irrespective of the permit issued by providing adequate notice to the group.
6. **Alcohol is prohibited in all Village facilities - Evidence of alcohol/drinking will result in a fine, (Village Ord. # 4-4-2(H) and issuance of a citation.**
7. No domestic animals of any type, whether leashed or unleashed are allowed in Village facilities, except to accommodate domestic animals as seeing-eye dogs or other aides.
8. Posting of advertisements or the sale of any products or services without Village Board approval is prohibited. Other restrictions are listed in Village ordinances that are related to the use of parks. A copy of these ordinances will be made available to groups when the permit is issued.
9. The licensee shall be responsible for seeing that the facilities are left in the same condition in which the facility was prior to the event. Failure to comply may result in charge of \$250 fine.
10. The Village is not responsible for injuries to persons or lost mislaid or stolen property.
11. The licensee(s) agrees to all policies contained and related Village ordinances as a condition for receiving the permit.
12. Any material misrepresentation by the applicant in the information submitted in the application will result in a \$250 fine.
13. For activities at any Village facility/park, the Village reserves the right to schedule additional staffing and assess appropriate additional charges should the scope of the usage, in the opinion of the Village Recreation staff, require such measures.
14. The Village reserves the right to cancel, for cause, the activity with at least two weeks' notice.

\_\_\_\_\_ I have read and understand the Conditions for all Permits (please initial)

## Permit Fees and Services Schedules

Effective 02/03/2025

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### Community Resource Center (CRC) Rental

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Group Size	Rental Fee*
1 – 50 (Side A or B)	\$100
51 – 100 (Side A and B)	\$200

\*In addition to above Rental Fee's, CRC facility users will be charged a \$40 custodial fee per side used.

**Notes:**

1. A credit card will be kept on file in the event of damages or violations of the permit conditions.

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### Policy for Refunds of Athletic Field Facilities and Services Fees

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If an applicant cancels a facility reservation or event, refunds will be issued for 90% of the Permit Fee. Please note: A request for this refund must be made no later than two weeks prior to the event date requested.