

**VILLAGE OF GLEN CARBON
SENIOR CITIZEN/COMMUNITY CENTER
157 North Main Street
Glen Carbon, IL 62034
BUILDING USE POLICY**

1. POLICY

The Village of Glen Carbon is dedicated to providing a safe and efficient facility for the use of our Village seniors and community. The goal of the Village of Glen Carbon is to ensure proper and fair usage of this facility at all times. In order to achieve this goal, we have developed rules and regulations for usage of this facility to better serve all Village residents and groups wishing to use the facility. Failure to comply with this policy and the rules and regulations outlined within, may result in loss of deposits or the denial of requests for future usage.

2. HOURS OF OPERATION

Monday – Thursday 8:00a.m. to 3:30p.m.

Monday – Friday 6:00p.m. to 10:00p.m. (Scheduled Reservations only)

Saturday and Sunday: 9:00a.m. to 6:00p.m. (Scheduled Reservations only)

The administrator for the center will be available Monday through Thursday 8:00a.m. to 3:30p.m., excluding Village holidays. During the daytime hours Monday through Thursday, the center will primarily focus on activities beneficial to senior citizens. During the evening hours Monday through Friday and daytime hours on Saturday and Sunday, Village residents and Community Groups may use the facility on a reservation basis. When an event is scheduled during the administrator's off hours, it will be necessary to obtain a key for the facility from the Police Dispatch office located in the Public Safety Building located to the right (South) of the Senior Center.

A signed and approved reservation form will be necessary as proof of use to receive the key. Showers, Birthday Parties, Graduation Parties, etc...will ONLY BE ALLOWED Saturday and Sunday afternoons from 2:00p.m to 6:00p.m.

3. FEES AND DEPOSITS

Village Residents - A \$75.00 usage fee, along with a \$75.00 deposit will be assessed to non-community groups (individuals) for events such as showers, birthday parties, graduation parties, etc...

Non Village Residents - A \$100.00 usage fee, along with a \$75.00 deposit will be assessed to non-community groups (individuals) for events such as showers, birthday parties, graduation parties, etc...

*****Usage Fees will not be assessed to Not-For-Profit Groups*****

All fees and deposits must be paid to the Senior Center Administrator once the reservation is confirmed. If **all fees** are not paid, **the reservation is not considered to be confirmed**. Only Money Orders, Cashiers Checks, or Personal Checks will be accepted. The \$75.00 deposit will be returned at the end of the month in which the facility is used, **provided that the facility is left in the condition that it was originally found**.

4. RESERVATION PROCEDURE

Reservation forms may be obtained from the Senior Citizens/Community Center Administrator, the Administrative Assistant in the Public Works Department, or online at www.Glen-Carbon.il.us. Once the form has been completed the following steps must be taken to confirm the reservation.

- a) Return the form to the Senior Citizen/Community Center Administrator. If the Administrator is not available return the form to the Administrative Assistant in the Public Works Department.
- b) If the reservation is approved, a signed copy will be given to the person/persons requesting use of the facility which will serve as confirmation of the reservation. Without a signed and approved form reservations are NOT confirmed. Payment of fee/deposit must be made after confirmation of reservation.
- c) The person making the reservation must be present at the event since he/she is the responsible party.
- d) The Village of Glen Carbon reserves the right to deny any request for use of this facility.
- e) **All groups utilizing the Senior Citizen/Community Center on a reoccurring basis will be required to complete a Reservation Application form on an annual basis.**

5. RULES AND REGULATIONS

- a) The use of tacks, push pins, tape, staples, or adhesive material of any kind are not permitted on walls, ceilings, floors and/or furniture.
- b) No lighted and/or flaming decorations of any kind will be allowed.
- c) No alcohol will be allowed in the facility.
- d) No smoking will be allowed in the facility.
- e) If refreshments are to be served, all necessary items will have to be provided by the persons reserving the facility. The Village provides no items related to serving refreshments.
- f) The Village does not set up the facility for events. **Make sure that all furniture moved is placed back in its original position or storage when the event is over.**
- g) **Immediate Removal of all decorations and disposal of same shall be the responsibility of the persons reserving the center. Large trash containers are provided.**

- h) The Village will **Not be** responsible for loss or damage to equipment or materials owned by persons using the facility.
- i) The facility must be vacated by 10:00P.M. on weeknights and 6:00P.M. on Saturday and Sunday. Persons reserving the facility should insure that their event ends in plenty of time to comply with all rules and regulations.
- j) Persons wishing to reserve the center must be at least 21 years of age to submit an application.
- k) Cancellation of reservations must be made within 48 hours of a scheduled event. If an individual has submitted both the event fee and deposit and the proper notice of cancellation was not received, the fee and deposit will be forfeited.**
- l) Only handicap service animals will be allowed at the facility.

6. MASS CARE COOLING SHELTER

Upon notification from the Chief of Police or the Director of Public Works, or their designated representative, the facility will serve as a Madison County Mass Care Cooling Shelter. Such declaration shall be made when heat indices exceed 100 degrees Fahrenheit or in any weather related emergency when in the opinion of the Chief of Police or the Director of Public Works is in the best interest of public safety to utilize the facility in such a manner. Hours of Operation of the shelter shall remain the same as listed in Section 2 above.

Madison County Emergency Management Agency shall be notified when the facility utilized as a Mass Care Cooling Shelter.

Upon declaration of the facility as a Mass Care Cooling Shelter, the issuing authority shall ensure that a Madison County Emergency Management Agency is notified of the declaration and a public notice containing the following information shall be issued:

1. the hours of operation and address of the shelter.
2. instructions to the public of Glen Carbon regarding transportation for those in need of shelter who have special needs or those without transportation.



Glen Carbon Senior/Community Center

157 North Main · Glen Carbon, Illinois 62034

Phone: (618) 288-2664

Michele Suwe, Administrator

Building Reservation Application

Hours of Reservation Usage

Monday – Thursday (Day) 8:00am to 3:30pm

Monday – Thursday (Eve) 6:00pm to 10:00pm

Friday (Day) 10:00am to 6:00pm – (Eve) 6:00 to 10:00pm

Saturday & Sunday 9:00am to 6:00pm

Today's Date: _____

Name of Organization: _____

Contact Person: _____ Phone: _____

Address: _____ City: _____

State: _____ Zip: _____

Type of Function: _____

Date(s) Needed: _____

Time: From: _____ To: _____

Alternate Date: _____

No. of Participants to Attend: _____

Areas To Be Used

Large Meeting Room: _____ Small Meeting Room: _____

Kitchen: _____

(Please complete all three pages of this form)

RELEASE OF LIABILITY

I, (We) the undersigned, for and in consideration of the Village of Glen Carbon, Illinois, an Illinois municipal corporation, granting to me (us) the permission to utilize real estate owned by the Village of Glen Carbon, Illinois – the receipt and sufficiency of said consideration is hereby acknowledged – do hereby release and discharge the Village of Glen Carbon, its officers, agents, and employees from any and all liability resulting from or occasioned by the use of the following real estate.

Location: Senior Citizen / Community Center
 Glen Carbon, Illinois

The undersigned further agree to indemnify and hold harmless the Village of Glen Carbon, Illinois, and its officers, agents and employees from any and all liability (including attorney's fees, costs and expenses) incurred by the Village of Glen Carbon arising from the undersigned's use of the above designated real estate.

Date: _____

Signature: _____

Name (Print): _____

Title (Print): _____

Address: _____

Telephone: _____

I realize that I am responsible for any damages that may occur to the Senior / Community Center while I am reserving it. I further understand that it is unlawful to willfully mark upon, deface, damage, destroy, staple or nail any signage or decorative materials to any walls, wooden or metal structures in this facility as outlined in Ordinance 98-16.

PLEASE NOTE THIS IS A NON-SMOKING & ALCOHOL FREE FACILITY

Signature: _____

Date: _____

NOTE: Please allow seven (7) working days for a response to your request.

IN THE EVENT OF AN EMERGENCY OR UNFORESEEN CIRCUMSTANCE, THE VILLAGE OF GLEN CARBON RESERVES THE RIGHT TO CANCEL ANY PREVIOUSLY RESERVED ACTIVITY TO BE HELD AT THE COMMUNITY/SENIOR CENTER.

APPROVED: _____

DATE: _____