



COMMUNITY ROOM RESERVATION POLICY

The Village of Oswego Community Rooms are available for meetings and functions associated with the Village of Oswego, local Government entities, groups dedicated to the promotion of the civic, cultural, educational and informational needs of the community, and local businesses.

Please read the following policy before applying for the Community Room meeting space.

Facilities

The Village of Oswego has three community rooms available for public use:

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| 1. | Oswego Police Headquarters, 3355 Woolley Road | Room Capacity 45 |
| 2. | Oswego Public Works Facility, 100 Theodore Drive | Room Capacity 60 |
| 3. | Oswego Village Hall, 100 Parkers Mill | Room Capacity 50 |

Amenities Available

- Groups have the option to request the use of the Kitchenette, which includes a refrigerator, sink and coffee maker.
- Chairs, tables and a podium are available for use. Audio, visual and projection equipment must be supplied by group utilizing the space.

Scheduling

Meetings are scheduled on a first come first serve basis based on the following priorities:

1. Village of Oswego meetings.
2. Meetings of Official Agencies, Committees, and Boards of governmental entities located in the Village of Oswego.
3. Official Village of Oswego Homeowner's Association's business meetings.
4. Educational, cultural, civic and informational events of organizations located in the Village of Oswego.
5. Educational, cultural, civic and informational events of organizations and local businesses located outside of the Village of Oswego's immediate boundaries.

Community Room Rules

Groups using a Community Room are subject to the following rules, regulations and policies: Failure to comply may result in the organization's security deposit being withheld and the use or future use of the facility being denied.

1. The Community Room is not available for the following purposes:

- a. Private parties or purely social gatherings.
 - b. Commercial use.
 - c. Fundraising activities.
 - d. Individual political candidates or partisan political activities.
 - e. Club meetings or installation ceremonies that have secret rituals.
 - f. Meetings that interfere with the functions of the Village of Oswego and/or its users because of noise or other factors.
 - g. Classes or demonstrations involving hazardous materials and/or weapons.
2. The name, address and /or telephone number of the Village of Oswego may not be used as the address as the headquarters for any group using the Community Rooms nor can the Village's phone number be advertised for registration purposes. Calls regarding meetings or during approved meetings in the Community Rooms cannot be directed to the Village of Oswego. The Village reserves the right to cancel any groups that employ this practice.
 3. The Village does not supply space for groups needing a place to store their supplies or equipment.
 4. Village employees are not available for porter service, custodial assistance, operation of equipment, attendance taking, the arrangement of exhibits, and/or other forms of assistance with the exception of unlocking and locking the facility.
 5. The Village facilities are non-smoking.
 6. Alcoholic beverages and drugs are not permitted. Furthermore, persons under the influence of alcohol or drugs shall not be allowed in the Community Rooms or on the premises.
 7. Attendance at meetings must be limited to the stated capacity of the room.
 8. Use of the Community Rooms does not constitute Village sponsorship or endorsement of viewpoints expressed by participants in the programs. No advertisement or announcement implying such an endorsement or sponsorship will be permitted.
 9. Groups using the Community Rooms must provide a certificate of insurance with the exact time and date the room will be used specified and the Village of Oswego listed as an additional insured. The certificate should reflect the following limits of insurance:
 - a. Limits of liability: \$1,000,000 - General Liability Aggregate; 1,000,000 - Products Completed Operations Aggregate; \$1,000,000 - Per Occurrence; \$1,000,000 - Personal & Advertising Injury; \$100,000 - Premises Damage; and \$10,000 – Medical Payment.
 - b. Workers Compensation: \$100,000 per person/accident; \$500,000 Policy Limit; and
 - c. \$100,000 per person/disease.
 - d. Auto Liability: \$1,000,000 Combined Single Limit.
 10. Adult sponsors/chaperones, who shall be held responsible for compliance with this Policy, must attend meetings where individuals under 18 years of age will be present. One (1) adult for every five (5) persons under the age of 18 is required. These adult sponsors/chaperones also assume responsibility for the group and its activities.
 11. No physical changes are allowed in the Community Rooms except for the rearrangement of furniture, which must be returned to the original arrangement.
 12. No additional furniture or equipment other than that already available in the meeting rooms will be provided.
 13. No additional furniture or equipment, other than audiovisual aids, may be used without prior approval of the Office Manager or his/her designee.
 14. Nails, tacks, tape, etc. and the hanging, tacking and/or posting of flyers, signs, and/or posters on the walls, doors, shades or windows are prohibited.
 15. All activities taking place on Village property may not discriminate on the basis of age, sex, race, religion, national origin or handicap. Groups using the space must comply with the Americans with Disabilities Act and it is the responsibility of the group to provide any and all

reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act.

16. Kitchen facilities are available for groups wishing to serve beverages and/or food. Groups must state that they will need access to the kitchen facilities on the application. Those that are approved to use the facility must furnish their own beverages, food and supplies (including utensils and paper products). Major food preparation and use of the stove are prohibited.
17. Groups using the Community Rooms and/or Kitchens are not permitted to use the Village lunchroom or to eat or drink any food or beverages designated for the Staff or Village.
18. Children must be supervised at all times and no user may use the Community Rooms solely for babysitting purposes.
19. Groups are permitted to utilize the Community Rooms once per month.
20. All signs must comply with Village ordinance. Indoor directional signage must be approved by the Village Administrator or his/her designee.
21. Animals are not allowed except for dogs assisting the disabled.
22. No admission charge, collections (except for regular club dues or to cover expenses for materials used at meetings) or other money raising activities may occur at meetings conducted in the Community Rooms.
23. Groups using the Community Rooms are prohibited from using other areas of Village buildings except as otherwise specified.
24. The Community Rooms and Kitchens must be left clean and in good condition. All waste must be disposed of properly.
25. Each organization/group using the Community Rooms and/or Kitchens is responsible for reimbursing the Village for any and all damage done or presumed to have been done to Village-owned furniture, equipment and/or the facility.
26. The Village Administrator or his/her designee is the person empowered to make decisions regarding the availability, use, and approval of Community Room applications. Requests for exceptions to the above rules, regulations and policies must be submitted in writing to the Village Administrator or his/her designee.

NOTE: Failure to comply with any of the listed requirements will result in the forfeiture of the group's security deposit and/or denial of future request to use the Community Rooms.

Reservations

The Community Rooms are available for reservations as follows:

Oswego Public Works Facility	Mon.-Friday	9:00 am - 10:00 pm
	Sat./Sunday	7:00 am - 4:00 pm
Oswego Police Headquarters	Mon.-Friday	7:00 am - 10:00 pm
	Sat./Sunday	7.00 am - 4:00 pm
Oswego Village Hall	Mon.-Friday	8:00 am - 5:00 pm
	Sat./Sunday	8:00 am - 4:00 pm

1. Reservations are required for Community Rooms and Kitchen use.
2. Groups wishing to reserve meeting space must complete the required application.
3. Applications for reservations are accepted up to six (6) months in advance of the meeting date.
4. Reservation times must reflect the group's setup and cleanup time.

5. Application does not guarantee approval of Community Room requests.
6. Once an application has been submitted, the Village will then approve or deny the application. Groups will be notified of approval or denial within three (3) business days. If approved, the reservation is considered temporary until all fees are paid and a certificate of insurance is received.
7. The reservation, certificate of insurance and fees (cash or check made payable to the Village of Oswego) are due no later than ten (10) days prior to the meeting.
8. Reservations must be applied for by a member of the interested organization who is 18 years of age or older. This individual will be the only person authorized to make changes to the reservation and will also serve as the primary contact for the Village.
9. Groups must vacate the room by the time specified on the application.
10. Approved users may not assign their reservation to another group.
11. Approved users who wish to cancel their reservation must notify the Village Administrator or his/her designee as soon as possible. Cancellation notices shall be in writing and may not be rescinded later.
12. Telephone cancellations will be accepted in cases of last-minute emergencies. If a reserved meeting room is not used, and a cancellation notice is not given to the Village, future use of the Community Rooms may be suspended. Groups whose cancellation complies with requirements shall be entitled to reimbursement of all fees.
13. The Village reserves the right to preempt or cancel reservations if an emergency arises. If this occurs, reasonable effort will be made to promptly contact the group (via phone, fax or email) and reschedule the reservation. If this is not possible, the group will be notified, and the fees refunded.

Fees

Room rental fees are charged to assist with staffing, maintenance and security costs. Fees do not apply to Village uses and official homeowners' associations with the Village of Oswego. All fees are due and payable to the Village of Oswego no later than ten (10) days in advance of the meeting.

- Room Rental \$100.00 plus \$25.00 per hour
- Security Deposit* \$100.00

*Security deposits are returned within 21 days, after a satisfactory inspection of the Village property by Village Staff.