



**POLICE DEPARTMENT**

200 South Lincolnway  
North Aurora, Illinois 60542  
Phone: (630) 897-8705 Fax: (630) 897-8700  
www.northaurora.org

**DAVID C. FISHER**  
CHIEF OF POLICE

**COMMUNITY ROOM RENTAL REQUEST - FORM A**

Type of Organization  **Government**  **Not for Profit**

**CONTACT INFORMATION**

Organization Name <input type="text"/>			
Last Name <input type="text"/>	First Name <input type="text"/>	Middle Initial <input type="text"/>	
Address <input type="text"/>		City, State, Zip <input type="text"/>	
Phone <input type="text"/>	Fax <input type="text"/>	email <input type="text"/>	
Alternate Contact <input type="text"/>			Phone <input type="text"/>

**EVENT INFORMATION**

Date Requested <input type="text"/>	<b>Hours Permitted: 10:00 am - 10:00 pm</b>			
Number of Attendees <input type="text"/>	Start <input type="text"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM	End <input type="text"/>	<input type="checkbox"/> AM <input type="checkbox"/> PM
Purpose of Activity <input type="text"/>				

**Provisions**

- All applicable information must be provided.
- Incomplete or incorrect information may be cause for denial of this request.
- Please type all required information.
- Please e-mail the completed application by pressing the e-mail button at the bottom of this application or print then mail the application to the address listed at the bottom of this page.

By checking the box to the left, I the applicant indicate that all information provided on this application is true and correct and I have read and understand the Community Room Rules and Regulations.

Name of Applicant <input type="text"/>	Date of Application <input type="text"/>
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**Mail completed form to:**

NORTH AURORA POLICE DEPARTMENT  
Deputy Chief Scott Buziecki  
200 South Lincolnway  
North Aurora, IL 60542  
Telephone: (630) 897-8705/ Fax: (630) 897-8700  
sbuziecki@northaurora.org



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**COMMUNITY ROOM RENTAL AGREEMENT - FORM B**

Date Requested	<input type="text"/>	Start	<input type="text"/>	<input type="checkbox"/> AM	<input type="checkbox"/> PM	End	<input type="text"/>	<input type="checkbox"/> AM	<input type="checkbox"/> PM
Organization Name	<input type="text"/>								
Last Name	<input type="text"/>	First Name	<input type="text"/>	Middle Initial	<input type="text"/>				
Address	<input type="text"/>				City, State, Zip	<input type="text"/>			
Phone	<input type="text"/>	Fax	<input type="text"/>	email	<input type="text"/>				
Alternate Contact	<input type="text"/>						Phone	<input type="text"/>	

This form is a request for room rental, not a contract. The room will not be reserved until the deposit payment is made and a room rental contract is signed following the Village of North Aurora Police Department Community Room Rental Deposit Policy. Full payment will be due no later than 10 days prior to rental or the contact will become void and the rental will be cancelled.

**All participants and guests in the building for rental must follow the Village of North Aurora Rental Rules.**

I, \_\_\_\_\_, hereby represent that I agree to bind myself personally and that I am the duly authorized agent of the above stated organization and that I am empowered to execute this contract in its behalf, for the use of the Village of North Aurora premises and to bind such organization to the covenants and conditions of such leasing and contained in this agreement. The undersigned organization and myself do hereby agree to abide by and do hereby warrant the organization and guests, shall conform to all rules and regulations concerning use of the premises as established by the Village of North Aurora (see the room reservation attached). The undersigned organization and myself further agree to Indemnify and hold harmless said Village of North Aurora from and against any loss, damage, and/or liability occasioned by, coming out of, or arising or resulting from the use of the premises as provided herein. Upon approval of reservations, the rental fee shall be made payable and forwarded to:

**Village of North Aurora - 25 East State Street - North Aurora, IL 60542**

Village of North Aurora: \_\_\_\_\_ Date: \_\_\_\_\_

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

<b>DEPOSIT:</b>	<input type="text"/>	RECEIVED BY: _____	<input type="text"/>
<b>RENTAL FEE:</b>	<input type="text"/>	RECEIVED BY: _____	<input type="text"/>

# **COMMUNITY ROOM RULES & REGULATIONS**

## **POLICY**

The Community Room in the North Aurora Police Facility was created primarily as a police and public safety personnel training room, for emergency management meetings and similar public purposes. Secondly, it was created for limited use by the public.

When not in use by the police department, emergency management agencies and other governmental bodies and agencies, the Community Room is available for use by groups and organizations serving the residents of North Aurora. Use of the Community Room does not imply endorsement, support, or co-sponsorship by the Village of North Aurora or the Police Department, of the people and groups, or of the beliefs of the people or groups that use the Community Room. Groups, individuals or members of groups using the Community Room may not imply that the event or program is sponsored, co-sponsored, or endorsed by the Village of North Aurora or the Police Department in any advertising or publicity.

## **EXCLUSIONS**

- A. Private social functions (wedding receptions, showers, birthday parties, family reunions, etc.)
- B. Programs unsuitable for the physical facilities.
- C. Programs and gatherings that endanger or threaten the welfare of participants, attendees, police department staff or the public.
- D. Meetings, programs or functions that interfere with the function, purpose and mission of the Police Department.

## **LIMITATIONS**

- A. Use is limited to groups and purposes that primarily benefit North Aurora and North Aurora residents.
- B. The responsible person who reserves the room must be a North Aurora resident.
- C. Use is limited to groups that are primarily made up of adults.
- D. The electronic equipment shall only be available for police and public safety training, emergency management purposes and other governmental purposes.
- E. The Community Room shall only be available to members of the general public Monday through Friday from 10:00 AM to 10:00 PM. Prior consent of the Chief of Police is required for any meetings that are scheduled for other times, and permission may be granted or denied in the sole discretion of the Chief of Police based on factors including oversight of the area, security of the facility, police personnel on duty and any other factors affecting the integrity of the police operation.
- F. Access to the electronic and other equipment in the Community Room shall not be allowed to private, non-governmental groups and persons.
- G. The Community Room is limited to not-for-profit and noncommercial uses.

## **REGULATIONS**

- A. No alcoholic beverages are allowed on Village premises.
- B. Smoking is not allowed on the premises within twenty five feet (25') of the entrance to the Police Facility.
- C. Groups or organizations may not use the Community Room more than once a month. Limited series of weekly or daily meetings may be scheduled at the discretion of the Police Chief or his designee.
- D. Groups and organizations may not use the name, address or telephone number of the Police Station, except that groups may notify members and attendees of the address for a meeting.
- E. Decorations must be limited to those items that can stand on a table or the floor. Nothing may be attached to the walls or ceiling of the Community Room or the lobby without advance permission of the Police Chief or his designee.
- F. The Police Department does not provide storage or assistance in carrying materials and supplies to the Community Room.
- G. A Police Department staff member may be present at any time during the meeting or function.
- H. No persons shall be allowed in areas of the Police Facility other than the Lobby and Community Room without permission and only when accompanied by authorized police personnel.
- I. All garbage and items must be cleaned up and removed from the Community Room before the scheduled time for the use has ended. Garbage receptacles are not provided. Groups must bring their own garbage bags and remove any garbage from the room when they leave.

## **ROOM CAPACITY**

Maximum capacity is 50 people, but limited to 40 if tables are set up.

## **RESERVATIONS**

- A. A completed, signed application form must be filed with the Chief of Police or his designee before the reservation will be confirmed. Reservation may be made as far as four (4) months in advance with a minimum of seven (7) days prior to the program.
- B. Priority is given to Police, emergency management, governmental purposes and related meetings and functions. Reservations for all other purposes will be accepted in the order in which they are received, subject to the exclusions stated before.
- C. The Chief of Police must be notified immediately when a confirmed meeting or function is canceled.
- D. The Chief of Police shall have the right to revoke permission for use of the meeting rooms for violation of any part of this policy.
- E. Groups or organizations failing to comply with any part of this policy or the established procedures of the Police Department, or who provide false information on the application form, will be denied use of the Community Room.

## **MONETARY COSTS**

- A. A security deposit of \$100.00 is required at the time the reservation is made for any non-governmental group.
- B. Any damages to clean up and restore the room to its previous condition will be paid from the security deposit, and any additional cost not covered by the security deposit will be billed to the person making the reservation and the organization, which shall be jointly and severally liable for the cost.
- C. If a meeting extends beyond the hours limitation, the group or organization will be charged \$50.00 per hour, with a minimum charge of one (1) hour.

## **REVIEW OF POLICY**

The North Aurora Board of Trustees may review the meeting room policy and regulations periodically, and reserves the right to amend them at any time. The North Aurora Board of Trustees reserves the right to suspend or terminate the private use of the Community Room at any time.

## **APPEAL**

A group or individual denied permission to use the meeting room may file an appeal to the Chief of Police in writing. The Chief of Police will respond in writing. If the individual or organization believes that the response is unsatisfactory, he/she may submit a written appeal to the Village Board of Trustees, and the Trustees shall consider the appeal at the next regular Board Meeting scheduled at least seven (7) days after the written appeal is submitted. The Trustees will review the appeal and notify the organization or individual of its decision in writing. The decision of the Board of Trustees is final.