RIVERSIDE TOWN HALL

- Policies & Procedures -
Meetings / Special Events / Facility Rental

Further information available at: https://riversidetownship.org/resident-services/space-rental/
or by calling (708) 442-4400

----- STANDARD TOWN HALL USE -----

The Town Hall building at 27 Riverside Road primarily houses the government offices for Riverside Township and the Village of Riverside. The building also has facilities of various sizes available for **regular meetings and free events on weekdays and weeknights only** for Standard Use by the following types of Township-based groups, subject to availability and compliance with regulations:

Community, Non-Profit, Educational, and Cultural Organizations

- Such use is usually free, but sometimes, a fee may be charged at the discretion of the Township Supervisor.

- A Room Request form must be submitted for each use, at least 48 hours in advance for standard events listed above, other uses require at least 30 days lead time. Forms are available in the office or can be filled out online at: **https://riversidetownship.org/standard-room-request-form/**

- Meetings must end and all attendees must vacate the Town Hall by 10:00 pm for standard events.

- Priority will be given to Township-based programs and uses will be granted on an as-available basis. The Township reserves the right to alter dates, times and/or room assignments as needed due to conflicts with official Township business or unforeseen circumstances. The Township Supervisor has the authority to deny or cancel use in their discretion when deemed necessary.

ALL USERS MUST COMPLY WITH:

TOWNSHIP BUILDING USE POLICIES, PROCEDURES, RULES AND REGULATIONS
as well as VILLAGE CODES AND ORDINANCES

1 - Smoking is never permitted anywhere in the building, nor outside within 25 feet of any building entrance. No congregating around the ashtrays or in front of the building at any time.

2 - Firearms, concealed or otherwise, are strictly prohibited in the Town Hall.

3 - Alcoholic beverages must have prior approval - **please see the "Special Use" section of these rules.**

4 - Food and or beverages require prior approval - **please see the "Special Use" section of these rules.**

5 - Garbage containing food must be placed in the dumpster outside the rear entrance of the Town Hall prior to departure.

6 - NO lighting effects with sparks, or open flames such as candles, may be used anywhere in the building. For food service, sterno-type warming canisters may be used so long as the food being warmed is attended throughout food service and server takes note of locations of fire extinguishers to use them in an emergency. Use of such warming devices requires prior approval upon application for building use.

7 - Prior arrangements are required for the use of the Kitchen or Township A/V equipment (projector cart, projector screen, microphone).

8 - DO NOT use nails, pins, or tape on the walls, doors, stage curtains, sconces, chandeliers or any other fixture in the building. Nothing may be affixed that could damage Township property.

9 - Room lights must be turned off upon completion of room use.

10 - In Room 22, the window air conditioner must be turned off at the end of room use.

11 - The room will be arranged as requested, but if any tables or chairs are moved after set-up, PLEASE lift them and do not drag them across the floor.

12 - Custodial services are not provided for evening Standard Use. For Special Use events, a custodian may be required to be on duty, based on the requested use and number of participants. In those cases, there will be an additional fee charged to cover the custodian's time worked.

13 - On occasions when no custodian is present, groups leaving after 9:00 pm must lock the building front doors when leaving. Township staff will instruct the user on the locking of the front doors.

14 - In the event of a power failure or fire alarm, the building is to be evacuated immediately.

15 - Rooms must be returned to the condition in which they were found.

Violations of policy may result in future use being denied and will cause deposit forfeiture.

It should be noted that the building contains government offices and all other uses must not disrupt those purposes.

THE TOWN HALL IS REGULARLY CLOSED ON WEEKENDS, BUT CAN BE MADE AVAILABLE IF REQUESTED. ANY WEEKEND EVENT REQUIRES A SPECIAL USE APPLICATON, RATHER THAN THE STANDARD ROOM REQUEST, AND IS SUBJECT TO RENTAL FEES AND SECURITY DEPOSITS (IF APPLICABLE). ADDITIONAL PERSONNEL, INSURANCE, AND PERMITS MAY ALSO BE REQUIRED, DEPENDING ON THE NATURE OF THE EVENT.

SPECIAL USE PERTAINS TO ANY PERSONAL RESIDENT PARTIES (SUCH AS BIRTHDAYS & WEDDINGS), FUNDRAISING EVENTS, OR ANY LARGE EVENT THAT REQUIRES ALCOHOL. SPECIAL USE ALSO INCLUDES ANY WEEKEND EVENT FROM COMMUNITY, NON-PROFIT, EDUCATIONAL, OR CULTURAL ORGANIZATIONS. APPROVAL AND POTENTIAL WAIVING OF FEES IS IN THE CONTROL AND AT THE DISCRETION OF THE RIVERSIDE TOWNSHIP SUPERVISOR.

----- SPECIAL TOWN HALL USE -----

The Town Hall can be a venue for **community, non-profit, educational, and cultural groups** for meetings and events on weekends, and for **private events of Township residents only**. Such use **requires application at least 30 days in advance**, and may also require certain permits from the Village of Riverside. Only Non-Profit Organizations (proof may be required) may hold fundraising events. The venue is not available to For-Profit entities. Forms are available in the office or can be filled out online at:
https://riversidetownship.org/special-use-room-request-form/

The Township incurs additional costs by opening the building to more events, therefore fees may be different on weekdays vs. weekends. The Township board shall review each Special Use request and will limit the number of events for which it will make the facilities available, out of respect for area residents. **Events serving alcohol require Township Board approval at a monthly board meeting**. Please plan accordingly to submit your event alcohol request in time at a Board Meeting scheduled before your event. A schedule of Township Meetings can be found here: **https://riversidetownship.org/about-us/board-meetings/**

ALCOHOL

With **proper application and express limited permission**, it is possible to serve alcohol at events in the Town Hall. The **Township** does not issue liquor permits, but the **sale or service of alcohol at ANY PUBLIC EVENT** will require a **Daily Liquor Permit from the Village of Riverside** as well as a **permit from the Illinois Liquor Control Commission. Host Liability Insurance will be required as described below. The Township must receive proof of these permits at least 1 week in advance of the event date.**

A **PRIVATE EVENT** is one attended **by invitation only**, with **no admission charged**, such as a wedding, birthday party, baby shower, retirement, family reunion, or other similar party. **The Village does NOT** require a Daily Liquor Permit for **PRIVATE EVENTS**, but **the Township will still require Insurance as described below.**

All alcoholic service is subject to any Village ordinances, rules, and regulations that may apply from time to time, including time limitations and special event applications and permits. No alcohol is allowed outside the building, and no alcohol other than that served by the host is permitted.

Currently there is a limitation on continuous time **not to exceed (8) eight hours** of sales and consumption of alcohol. Please contact the Village office for current and further information at **(708) 447-2700**.

INSURANCE

The **Township** will require proof of **Host Liquor Liability Insurance** in the amount of **$1,000,000**. The insurance policy must also correctly list **"Riverside Township" as an additional insured**.

If a bartending service is hired for the event, such vendors **may** carry such insurance, which in turn **may** satisfy this requirement. So long as the Township is named as an additional insured, such insurance is acceptable. **Proof of insurance must be provided to the Township at least 1 week in advance of the event.**

For such events, the Township will require an endorsement of the applicant's Host Insurance coverage in the Township's name. Such coverage would generally be an extension of the **homeowner's insurance policy**. Contact your insurance agent to secure the coverage.

ADDITIONAL PERSONNEL

The **Township** reserves the right to require the presence of a custodian and/or the hiring of security, depending on anticipated attendance and the nature of the event. Additional fees will apply to cover the cost of additional personnel and is within the discretion of the Township Supervisor. **Estimated guest count must be reported at least 3 days prior** to the event, and posted occupancy limitations will be enforced.

FOOD

There are **limited kitchen facilities** in the Town Hall, and the use of the kitchen **requires a request on the application**. The kitchen is not of commercial grade for food preparation, but it may be used for staging, limited refrigeration, and warming or maintaining temperature for foods prepared elsewhere. Fees for the Kitchen vary depending on the extent of requested use. Posted sanitation regulations must be followed. The **Township** does **NOT** own or provide dishes, flatware, or glassware.

The **Village requires a food service application** for food served to the public at PUBLIC EVENTS.

CLEAN UP

Building users must leave the facility as, or better than they found it. **For larger events, a security deposit may be required in order to clean up extraordinary stains and damage.**

Events **serving alcohol shall also require a security deposit** to the Township in the amount listed in the schedule of fees.

If the facilities are left in good condition with no special attention required, the deposit or portion thereof may be returned, upon inspection by Township staff.

PARKING

Please note, the Town Hall has no public parking lot, and any user of the facility should take into consideration the issue of parking for all their guests. There is street parking both north and south of Guthrie Park, and there are a few street spots in front of the building, and across the street in front of the First American Bank. The parking lot between the Town Hall and Library may be used outside of business hours, respecting handicap and reserved signs. Most other area parking is on private property, and the Township cannot guarantee adequate availability of parking spots.

GENERAL PROVISIONS

This is a non-smoking building. Absolutely no smoking is permitted within the building. There are ashtrays outside the front entrance, but there should be limited congregation in that area. Please refrain from loud activities in deference to the residents of the community. No alcohol outside!

All occupants must vacate the building by 9:00 pm on Sundays, 10:00 pm Mondays – Thursdays, and by Midnight on Fridays and Saturdays. Please plan your event accordingly.

SCHEDULE OF RENTAL FEES

ROOM	CAPACITY	LAYOUT OR USE	RENTAL	DEPOSIT
Auditorium	150	Max w/tables and chairs (less w/dance floor)		
2nd Floor	320	Chairs only (theater style)		
	500	Standing room only		
		Free Public Event – NO food. NO drinks. (Community, non-profit, educational, and cutural organizations.)	N/C Weekdays $50 Weekends	
		Free Public Event - YES food and/or YES non-alcoholic drinks.	N/C Weekdays $75 Weekends	
		Free Public Event - YES food and/or YES alcohol.	$100 Weekdays $200 Weekends	$200
		Community Group – NO food. NO drinks. Charging Admission.	$100	
		Community Group – YES food and/or YES non-alcoholic drinks. Charging Admission.	$200	$100
		Community Group – YES food and/or YES alcohol. Charging Admission.	$300	$200
		Private Event – NO food. NO drinks.	$200	
		Private Event - YES food and/or YES non-alcoholic drinks.	$300	$100
		Private Event - YES food and/or YES alcohol. **	$400	$200
Kitchen 2nd Floor		Warming, refrigeration, or staging only.	$50	
		Limited preparation (requires use of stove).	$100	
Room 4	35	Max w/tables and chairs		
1st Floor	46	Max at any time, no tables and chairs		
		Free Public Event - With or without food and/or non-alcoholic drinks. (Community, non-profit, educational, and cultural organizations.)	N/C Weekdays $50 Weekends	
		Free Public Event - YES food and/or YES alcohol.	$50 Weekdays $100 Weekends	$100

ROOM	CAPACITY	LAYOUT OR USE	RENTAL	DEPOSIT
Room 4 (cont'd)		**Community Group** – With or without food and/or non-alcoholic drinks. Charging admission.	$100	$50 (only if there is food and/or drink)
		Community Group – YES food and/or YES alcohol. Charging admission.	$150	$100
		Private Event - With or without food and/or non-alcoholic drinks.	$150	$50 (only if there is food and/or drink)
		Private Event - YES food and/or YES alcohol.**	$200	$100
Room 22	35	Max w/tables and chairs		
2nd Floor	46	Max at any time, no tables and chairs		
		Free Public Event - With or without food and/or non-alcoholic drinks. (Community, non-profit, educational, and cultural organizations.)	N/C Weekdays $50 Weekends	
		Free Public Event - YES food and/or YES alcohol.	$50 Weekdays $100 Weekends	$100
		Community Group – With or without food and/or non-alcoholic drinks. Charging admission.	$100	$50 (only if there is food and/or drink)
		Community Group – YES food and/or YES alcohol. Charging admission.	$150	$100
		Private Event - With or without food and/or non-alcoholic drinks.	$150	$50 (only if there is food and/or drink)
		Private Event - YES food and/or YES alcohol.**	$200	$100
Room 30	50	Max w/tables and chairs		
3rd Floor	80	Chairs only		
	150	Max at any time, no tables and chairs		
		Free Public Event - With or without food and/or non-alcoholic drinks. (Community, non-profit, educational, and cultural organizations.)	N/C Weekdays $75 Weekends	
		Free Public Event - YES food and/or YES alcohol	$75 Weekdays $150 Weekends	$150

ROOM	CAPACITY	LAYOUT OR USE	RENTAL	DEPOSIT
Room 30 (cont'd)		**Community Group** - With or without food and/or non-alcoholic drinks. Charging admission.	$150	$100 (only if there is food and/or drink)
		Community Group – YES food and/or YES alcohol. Charging admission.	$200	$150
		Private Event - With or without food and/or non-alcoholic drinks.	$200	$100 (only if there is food and/or drink)
		Private Event - YES food and/or YES alcohol.**	$250	$150
* Any room		Serving alcohol increases fees and must comply with all insurance requirements.		
**		**Private events serving alcohol** require no Village liquor license, but applicant still **must provide Host Liquor Liability insurance showing "Riverside Township" as an additional insured**. Such coverage is generally available through your homeowner's insurance.		

Payments can be made at the Township Office during regular business hours, either in cash or via check. Checks should be made payable to **"Riverside Township"**. **All payments must be made at least 1 week prior to the event**. The Township does not accept credit card payments.

(The Township may, at its discretion, grant fee waivers)

ROOM REQUEST - SPECIAL USE APPLICATION

1. Organization/Resident making request: _____

2. Contact Person: _____

3. Address: _____

4. Briefly Describe the Event: _____

_____

5. Phone (cell/home/work): _____

6. Email: _____

7. Number of Total Attendance: _____ Number of Riverside Residents: _____

8. Will there be an admission charge? Yes ☐ No ☐ Amount: _____

9. Will there be Alcohol and Food? Alcohol – Yes ☐ No ☐ Food – Yes ☐ No ☐

10. Date of Event: _____

11. Start Time of Event: _____ End Time of Event: _____

12. Event will require use of: (Please check all that apply)

____ Room 4 ____ Room 22 ____ Auditorium ____ Kitchen ____ Room 30

____ Projector Cart ____ Projector Screen (Auditorium) ____ Microphone (Auditorium)

13. Organization/Individual acceptance and agreement to adhere to Riverside Township regulations.

A. I have received and read the regulations of Riverside Township as they pertain to the use of the Town Hall and agree to those regulations.

B. It is understood that the total rental fee is: _____.

C. It is understood that a deposit of _____ is required, returnable if no damages are incurred, and the Town Hall is left in the same condition as found, and all rules and regulations are adhered to.

D. It is understood that the Organization/Individual is solely responsible for all damages to the Town Hall, including any equipment or other personal property located within the building.

E. Applicant's Signature: _____ Date: _____

14. Waiver and Release: As a condition of approval to use the Town Hall, a permittee shall sign an indemnification and hold harmless agreement provided by the Township. In certain situations where the event or gathering activities warrant, the Township Supervisor may require as a condition of use, that the permittee provide proof of comprehensive general liability insurance, and dram shop or host liquor liability insurance (with the Township of Riverside, Supervisor and Board of Trustees, appointed and elected officials, employees, agents, volunteers, engineers and attorneys named as additional insureds) for the event or gathering in amounts and terms that are acceptable to the Supervisor.

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the Township of Riverside, its officials, agents and employees, against injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including attorneys' fees), which may in any way accrue against the Township, its officials, agents and employees, arising in whole or in part or in consequence of the undersigned's use of the Riverside Town Hall or which may in any way result therefore, except that arising out of the sole legal cause of the Village of Riverside, its officials, agents or employees. The undersigned shall, at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefore or incurred in connections therewith, and, if any judgment shall be rendered against the Village of Riverside, its officials, agents and employees, in any such action, the undersigned shall, at its own expense, satisfy and discharge the same.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

Agreed this_____day of_____, 20_____.

_____

Name of Organization/Individual (print)

Signed: _____

Nothing set forth in this Agreement shall be deemed a waiver by the Village/City of any defenses or immunities relating to any person or entity or their property, that are or would be otherwise available to the Village/City or its Representatives under the provisions of the Illinois Local Government and Governmental Employees Tort Immunity Act, or that are otherwise available to local governments and their corporate authorities, officers, employees, agents and volunteers under the common law of the State of Illinois or the United States of America.

FOR OFFICE USE ONLY

Application Approved By: _____ Date: _____

___ Rental Fee Paid Date: _____

___ Deposit Paid Date: _____

___ Insurance Date: _____