

Union County Courthouse

Public Room Reservation Policy

Purpose

The Union County courthouse belongs to the taxpayers of Union County. As such, its public rooms will be made available at no cost for reservation—when appropriate and not otherwise in use—to individuals and groups wishing to meet for presentations and discussions of public interest.

Requirements

- Reservations must be for purposes of public interest.
 - “To promote my new business or product” would not be acceptable.
 - “To foster public discussion about” some topic would be acceptable.
 - “To conduct a public meeting of” a government board would be acceptable.
- Reservations of a social, political or partisan nature are not appropriate.
 - “My daughter’s birthday party” would not be acceptable.
 - “To kickstart my campaign” would not be acceptable.
- Reservations must be open to the public unless closed in accordance with the Open Meetings Act.
- Reservations can be made any time between 90 days and 7 days prior to the requested date.
- Cancellations should be made at least two business days in advance.
- Reservations may not be transferred between parties.
- The reserving party must agree to be responsible for the full cost of any damages that occur.
- Tobacco use is prohibited.
- Alcohol use is prohibited.
- Rooms are to be left in good order and in the condition they were found. If the room or its contents appear to be unclean or damaged, please ask the bailiff on duty to make a note of this before setting up.

Available Rooms

The Meetings Room will be the primary room available for reservations. For meetings related to law enforcement, official government functions or internal county training activities, Courtroom 1 and Courtroom 2 may also be available.

Scheduling Priority

- First priority will be given to official county functions such as board and committee meetings.

- Second priority will be given to other local units of government.
- Third priority will be given to county departments for training sessions, internal meetings, etc.
- All other meetings will be scheduled based on the order requests are received and at the discretion of the Scheduling Team.

Every effort will be made to avoid re-scheduling but if something of higher priority comes up the Scheduling Team reserves the right to make adjustments.

Availability

Public room reservations must coincide with normal courthouse operating hours. That would normally be weekdays from 8:00AM until 4:00PM.

Scheduling Process

Please check the online calendar for availability and then fill out and submit the *Public Room Reservation Agreement* available on the county website. If a reservation of the Community Room is requested, you will be contacted by a member of the Scheduling Team within two business days to confirm your reservation; reservations of Courtroom 1 and Courtroom 2 require additional approval.

Only individual reservations can be made; for regular events, a form must be submitted for each individual event.

Fees

Reservations are free to citizens of Union County and local groups or businesses.

Accommodations

The following accommodations are available. Please indicate on the *Public Room Reservation Agreement* which accommodations you need.

- Wireless Internet
- Wired Internet
- Conference phone
- Large screens for computer demonstrations
- Additional chairs or tables
- Projection screen
- Speakers

County of Union, Illinois

Public Room Reservation Agreement

(the online version will be a web-based equivalent to this form)

Name of Requestor: _____

Organization (if applicable): _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ Email: _____

Purpose/Description of Event/Activity: _____

Room Requested:

For general purposes

___ Community Room

For law enforcement, official government functions or internal county activities

___ Courtroom 1

___ Courtroom 2

Preferred Reservation Date: _____

(Reservations can be made any time between 90 days and 7 days prior to the requested date.)

Preferred Reservation Time: _____

Additional Accommodations Requested:

___ Wireless Internet

___ Wired Internet

___ Conference phone

___ Large screens for computer demonstrations

___ Additional chairs or tables

- Projection screen
- Speakers

Submission Date: (automatically populated)

By submitting this form, I, the individual named above, am affirmatively expressing my agreement with the following terms: *(form will not submit unless all fields below are checked)*

- I am an authorized agent of the organization listed above.
- This reservation is for purposes of public interest.
- This reservation is not of a social, political or partisan nature.
- This reservation will be open to the public unless closed in accordance with the Open Meetings Act.
- Any cancellations will be made at least two business days in advance.
- I will not attempt to transfer this reservation to another party.
- I will see that the room is left in good order and in the condition it was found.
- I agree to be liable for the full cost of any damages that occur.
- I understand that tobacco use is prohibited.
- I understand that alcohol use is prohibited.
- I knowingly, freely and voluntarily release, remise and discharge the County of Union, its officers, agents, representatives and independent contractors from any and all liability claims, causes of action and damages from any personal injury, personal loss or damages, or loss or damages to property by the above named caused by, or arising out of, the use of such space.
- I have been made aware in advance that there may be certain risks associated with the use of space within the Union County Courthouse and I voluntarily assume those risks in consideration for the ability to use space and engage in activities relating to the rental of that space for a private function within the Union County Courthouse.
- I have read fully and understand this “Public Room Reservation Agreement” governing the use of the various rooms and areas available for use at the Union County Courthouse.
- I further acknowledge that hospitalization, health or accident insurance is not being provided by the County of Union as part of this “Public Room Reservation Agreement” and have read and fully understand the nature of this release.

[SUBMIT BUTTON]

County of Union, Illinois

Public Room Reservation Agreement

Name of Requestor: _____

Organization (if applicable): _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone: _____ Fax: _____ Email: _____

Purpose/Description of Event/Activity: _____

Room Requested:

For general purposes

Community Room

For law enforcement, official government functions or internal county activities

Courtroom 1

Courtroom 2

Preferred Reservation Date: _____

(Reservations can be made any time between 90 days and 7 days prior to the requested date.)

Preferred Reservation Time: _____

Additional Accommodations Requested:

Wireless Internet

Wired Internet

Conference phone

Large screens for computer demonstrations

Additional chairs or tables

Projection screen

Speakers

By signing this form, I, the individual named above, am affirmatively expressing my agreement with the following terms:

- I am an authorized agent of the organization listed above.
- This reservation is for purposes of public interest.
- This reservation is not of a social, political or partisan nature.
- This reservation will be open to the public unless closed in accordance with the Open Meetings Act.
- Any cancellations will be made at least two business days in advance.
- I will not attempt to transfer this reservation to another party.
- I will see that the room is left in good order and in the condition it was found.
- I agree to be liable for the full cost of any damages that occur.
- I understand that tobacco use is prohibited.
- I understand that alcohol use is prohibited.
- I knowingly, freely and voluntarily release, remise and discharge the County of Union, its officers, agents, representatives and independent contractors from any and all liability claims, causes of action and damages from any personal injury, personal loss or damages, or loss or damages to property by the above named caused by, or arising out of, the use of such space.
- I have been made aware in advance that there may be certain risks associated with the use of space within the Union County Courthouse and I voluntarily assume those risks in consideration for the ability to use space and engage in activities relating to the rental of that space for a private function within the Union County Courthouse.
- I have read fully and understand this "Public Room Reservation Agreement" governing the use of the various rooms and areas available for use at the Union County Courthouse.
- I further acknowledge that hospitalization, health or accident insurance is not being provided by the County of Union as part of this "Public Room Reservation Agreement" and have read and fully understand the nature of this release.

Signature: _____

Date: _____