



EQUIPMENT USAGE POLICY

Use of City equipment by the City takes precedent over the use by any other individual or entity or for any other event. The City reserves the right to withdraw or (bump) any individual group for City purposes, with or without prior notice.

GENERAL PUBLIC

Members of the general public (any person, group, or business) may complete related applications for use of various City-owned equipment listed below. Applicants must comply with the below listed criteria. The use of equipment by the general public is limited to Cerny Park, the Community Building, or City Hall. The only exception is the use of portable video recording equipment provided the borrower uses the equipment to produce programming for the City's cable access channel.

Criteria

1. Sporting equipment, water spigot key, and sprinkler system attachment can be used in conjunction with the reservation of the Cerny Park Pavilion. The equipment must be placed back into the storage bin immediately following its use and the key returned to City Hall the next business day. Applications are completed through the Community Development Department, 393-9050.
2. Available tables and chairs at Cerny Park can be used in conjunction with the reservation of the Cerny Park Pavilion. A \$50 refundable deposit must be submitted to use the equipment. The equipment must be cleaned and placed neatly back into the storage room immediately following its use and the key returned to City Hall the next business day. Applications are completed through the Community Development Department, 393-9050.
3. Tables and chairs are available for use in the Community Building. Reservations and scheduling are coordinated through the Park District, 393-7279.
4. City projection equipment (LCD projector, laptop, VCR/TV, or overhead projector) may be used *only* as part of a presentation for City Council, Committee, Commission, or similar City meetings. A City staff member must be present. Scheduling can be done through the Administration Department, 393-9427.
5. Video recording equipment may be used by any Warrenville resident or organization that is producing community programs for cablecasting on the City's access channel(s). A \$50 refundable deposit will be required. Applications are completed through the Administration Department, 393-9427.

OVERLAPPING TAXING DISTRICTS

City equipment can be loaned out for use within the City boundaries by overlapping taxing districts, according to the below listed criteria.

Criteria

1. Districts using any equipment must complete an application, provide a certificate of



EQUIPMENT USAGE POLICY

insurance coverage, and agree to waive City liability in the event of a personal injury to the public or district employees. Use of the equipment must be under the control and direction of the district officials and/or personnel. All equipment must be returned in good condition, clean and dry.

2. Tables, chairs, and tents can be used for district events within the City. The district must reimburse the City for the full cost of any lost or damaged equipment. The district is responsible for pick-up, drop-off, and setup of the equipment, which must be scheduled in advance with Public Works during normal business hours (7:30 a.m. to 3:00 p.m.), 393-9050.
3. The P.A. sound system can be used for district events within the City. The district must reimburse the City for the full cost of any damage to the system or if it is lost. The District is responsible for pick-up, drop-off, and setup of the equipment, which must be scheduled with the Administration Department during normal business hours, 393-9427.

CITY SPONSORED EVENTS

City equipment can be loaned out for use within the City boundaries for events with full or partial City sponsorship and monetary grant supported events as approved by the City Council. Event sponsoring organizations must comply with the below listed criteria.

Criteria

1. Organizations using any equipment must complete an application.
2. Tables, chairs, and tents can only be used with a \$50 refundable deposit from the event sponsoring organization. The event sponsoring organization is also required to reimburse the City for the cost of any lost or damaged equipment. The organization is responsible for pick-up, drop-off, and setup of the equipment, which must be scheduled with Public Works during normal business hours (7:30 a.m. to 3:00 p.m.), 393-9050.
3. The P.A. sound system can be used with a \$50 refundable deposit from the event sponsoring organization. The event sponsoring organization is also required to reimburse the City for the cost of any lost or damaged equipment. The organization is responsible for pick-up, drop-off, and setup of the equipment, which must be scheduled with the Administration Department during normal business hours, 393-9427.
4. Equipment for full and partial City sponsored events is limited to one tent, two electrical cords, two chairs, and one table per vendor. Scheduling of the equipment must be done with Public Works during normal business hours (7:30 a.m. to 3:00 p.m.), 393-9050.
5. All equipment must be returned in good condition and should be clean and dry.

Adopted by the Warrenville City Council on December 15, 2003.

Established January 8, 2004