



## Community Forum Policy

**Effective: April 15, 2016**

- ❖ Township programs receive priority in the scheduling of the meeting room
- ❖ Meeting rooms are not available for private events such as birthday parties, showers, potlucks, banquets, graduations, weddings, family reunions, or physical activities
- ❖ Use of the City of Champaign Township's Community Forum does not constitute endorsement of viewpoints expressed by participants
- ❖ The Township reserves the right to change, cancel, or revoke reservations for meeting. If changes or cancellations are necessary, the Township will provide the affected group as much notice as possible.
- ❖ Meetings or gatherings of any kind that would interfere (such as number people, activity, or noise levels) with the operation of the Township or the safety of its users are prohibited. The use of hazardous materials are not allowed.
- ❖ Meetings of individuals under the age of 18 years must have an adult sponsor present.
- ❖ Groups may not receive mail at the Township's address, or publish the Township's phone number as a contact for the organization or the meeting. A group shall not use the Township's name for any purpose other than to indicate the location of the meeting. Township staff is unable to deliver messages to meeting participants, except in case of emergency.
- ❖ Occupants may not exceed the stated occupancy for the room and must comply with the capacity for the designated room setup.
- ❖ Participants are not permitted in any areas other than the Community Forum and the restrooms, as needed. Participants should ensure that these areas are left in the same condition as originally found upon their use.
- ❖ Participants are not permitted to open any cabinets or drawers located in the Community Forum, nor are they to answer any telephone that may ring.
- ❖ Groups will be responsible for the cost of repairing damages to equipment, furniture, or the building caused by those attending the meeting.



## Community Forum Policy

### **Hours of Operation**

- ❖ The City of Champaign Township Community Forum is made available for reservation both during and after Township hours. Participants are responsible for ensuring that the Community Forum space is in good order before leaving.
- ❖ Participants are required to secure the building at the conclusion of the meeting, ensuring that the Community Forum entrance door is locked before leaving the premises.

### **Reservations**

- ❖ Reservations may be made by calling 217-403-6120 during normal hours of operation Monday – Friday, 8:30 a.m. – 4:00 p.m.
- ❖ No reservations may be made on or for weekends or holidays.
- ❖ Notification of cancellation should be made to the above number no less than 48 hours in advance.

### **Refreshments and Kitchenette**

- ❖ Light refreshments (such as box or bag lunches, cookies, finger foods, etc.) may be served in the Community Forum. These should be kept within the Community Forum and the kitchenette. Food of any kind is not to be taken into restrooms or outside the building.
- ❖ Groups may utilize the kitchenette for refreshments and cleanup. Use of electric appliances outside those in the kitchenette is not allowed.
- ❖ Groups serving refreshments must provide all equipment, utensils, and serving items.



CITY OF  
CHAMPAIGN  
TOWNSHIP

## Community Forum Policy

- The City of Champaign Township Supervisor (Andrew Quarnstrom) reserves the right to amend this policy, without prior notice, as he deems necessary to better serve the Township Office and those groups desiring to patronize the Community Forum.

Supervisor: Andrew J Quarnstrom

Signed: AST

Date: 7/16/16