

## Chapter 2 – Administration

### ARTICLE IX – USE OF COUNTY FACILITIES BY THE GENERAL PUBLIC

#### Sec 2-600 – DEFINITIONS:

“County Facilities” are defined as: the Animal Services Facility, the 421 Building Auditorium, and the “Courtyard” of the County Campus.

“Courtyard” is defined as the open area of space bordered by the 421 N. County Farm Road, 501 N. County Farm Road, 503 N. County Farm Road, and 505 N. County Farm Road buildings.

#### Sec 2-601 – PERMIT REQUIRED

County facilities are primarily for the use of the County, its officers, and employees. In some circumstances, the County is able to accommodate members of the public by permitting the use of its facilities listed in this ordinance. These facilities, while from time to time available to the general public, shall retain their character as private spaces which are not open to the public during such times as the spaces are not rented to a member of the public. County departments, agencies, and representatives of other units of local and state government shall not be required to pay any fee to use spaces governed by this chapter and shall have priority over members of the public for use of County facilities.

For facilities other than the Animal Services Event Room and the Auditorium of the 421 N. County Farm Road, these facilities are not available for rent to the general public. The 421 Auditorium may only be rented or utilized by County Departments (including County-Wide Elected Officials) or for events sponsored or supported by County Departments which provide benefits or need for the residents of DuPage County. For outdoor areas on the County Campus other than the Courtyard, no permits are required for use by the general public, provided that such use is transitory and does not substantially interfere with the ability of other members of the general public to access county services, county buildings, or utilize the outdoor space of the County Campus. Nothing within this Ordinance shall be construed as limiting in any way an individual’s rights under the First Amendment.

#### Sec 2-602- FEE SCHEDULE.

The DuPage County Board adopts the following fee schedule for use of the Animal Services Facility, the 421 Building Auditorium, and outdoor events on the County Campus located at the intersection of County Farm Road and Manchester Road in Wheaton, Illinois.

Animal Services:

Birthday Parties		
Party Package	\$250	Room for 90 min with Education staff member, up to 35 guests, Table Coverings, Game, Craft, Animal Interaction, Birthday Child gets to name a shelter pet. Includes 30 minutes before and after for set-up and cleaning.
Décor Package	\$100	Cutlery, decorations, set-up and clean-up
Goodie Bags	\$5 each	
Reservation Deposit	\$50	Due at time of reservation, applied to total
Additional time	\$50	Per half hour
Clean-Up Fee	\$200	
Additional Room Capacity	\$100	Up to 80 People Total
Campus Security	\$Market Rate	If Campus Security is needed the market cost for these services at a minimum of 4 hours is necessary.

Event Rentals			
Room Rental (Side A or Patio)	\$100 per hour	Up to 35 people	Includes room with: AV, Furniture set-up, Includes 30 minutes before and after for set-up and cleaning
Room Rental (Side A & Side B or Side B & Patio)	\$150 per hour	Up to 80 people	
Room Rental (Side A, Side B, and Patio)	\$200 per hour	Up to 110 people	
After – Hours Rental	\$50 per hour		

DCAS-Led Program (30 min)	\$50		DCAS Education staff led team-building activities.
Animal Interaction	\$50		
Reservation Deposit	\$50		Due at time of reservation, applied to total
Additional time	\$50		Per half hour
Clean-Up Fee	\$200		
Campus Security	\$Market Rate		If Campus Security is needed the market cost for these services at a minimum of 4 hours is necessary.

Side A Capacity: 35 people

Side B Capacity: 40 people

Patio Capacity: 60 people

Side A and B Capacity: 75 people

Side B and Patio Capacity: 80 people

Side A, B, and Patio Capacity: 110 people

Auditorium: \$200.00

Courtyard: \$200.00

#### Sec. 2-603 – ALCOHOLIC LIQUORS/INTOXICATION

Alcoholic beverages shall not be served or consumed at any County facility without prior written approval from the County Facilities Department. Alcohol consumption shall be restricted to the Animal Services Facility in their event space with a signed agreement of the event holder.

#### Sec.2-604 - PERMIT PROCESS

##### 2-604.1 : Exercise of First Amendment rights

For purposes of this section, the term “exercise of First Amendment rights” shall include, without limitation, parades, marches, demonstrations, rallies, religious services, speeches, solicitation of votes, petition signatures or contributions, picketing and leafleting.

## 2-604.2: Permit, Terms, Application

Permits may be granted upon proper application and approval where the applicable section of these Ordinances or any other County ordinance, policy, rule, or regulation requires a Permit in order to engage in a particular use or activity.

b) Every person requesting a Permit shall complete and file a written application with the Director of Facilities or his or her designee on forms provided by the County and pay applicable application fees at the County's administrative offices located at 421 N. County Farm Road, Wheaton, IL 60187. The application shall be dated and stamped when received and a receipt shall be issued to the applicant.

c) Unless otherwise provided in another section of these Ordinances or County ordinance, rule, or regulation, all applications for Permits not involving the exercise of First Amendment rights must be received by the County at least thirty-one (31) calendar days prior to the use for which a Permit is sought. Applications for Permits involving the exercise of First Amendment rights must be received by the County at least three working days prior to the event requested.

D) Except for applications for Permits Involving a commercial activity or for the sale or delivery of alcoholic beverages, the County shall issue the requested Permit without unreasonable delay unless:

1) The proposed activity violates any federal, state, local, or County law, rule, or regulation;

2) A prior application for a Permit for the same date, time, and location has been or will be granted and the use authorized by that Permit does not reasonably allow multiple occupancy of that particular location by more than one permittee;

3) The proposed use is of such a nature that it cannot reasonably be accommodated in the particular location applied for, considering, without limitation, the likelihood of such things as damage to County resources or facilities, unreasonable interference with County functions, buildings, facilities, operations, programs or activities, or unreasonable interference with the use or purpose of the County property applied for;

4) The proposed use would substantially impair the operation or use of facilities or services of County employees or contractors; or

5) The proposed use would so dominate the use of County property as to preclude other persons from using and enjoying them.

e) If the application is approved, the County shall issue a written Permit to the applicant. If the application is denied, the County shall issue the applicant written reasons for denying the application.

f) If an application is denied on the basis of a scheduling conflict or inappropriateness of the location, duration, or time of the activity, the County will make a reasonable effort to arrange an alternative location, duration, or time that is acceptable to the applicant. If the County denies an application pursuant to section (specific sections), or the applicant is dissatisfied with such Permit as issued, he may appeal the decision to the County Administrator or at their discretion the Public Works Committee. All other decisions on the issuance of Permits by the Facilities Department are final.

g) Any Permit granted by the County shall contain lawful prerequisites to the issuing of the Permit and restrictions on the conduct of the permitted use including without limitation: payment of a reasonable fee; general liability insurance coverage; an agreement to fully indemnify and hold the County harmless from any liability or costs resulting from the use; a requirement that the persons involved in the use observe all federal, state, local, and County laws, ordinances, rules, and regulations; time, duration, and location restrictions; restoration deposit; a written agreement by the applicant to fully restore any County property soiled or damaged by the use; and, any reasonable restriction necessary for the efficient and orderly contemporaneous administration of the use, other activities with a Permit and regular County uses, functions, programs, and activities.

h) Any person holding a valid Permit issued by the County for use of County property may use that County property to the exclusion of any other person except the County and its employees and authorized agents, or where the permit is for the Courtyard area, members of the public seeking to access the buildings bordering the Courtyard.

j) Subject to the terms of subsection (g) above, the County may make necessary changes or place necessary additional restrictions on any Permit after it has been issued.

k) Violation of the terms, restrictions and conditions contained in the Permit may result in the suspension or revocation of the Permit.

l) Unless as specifically provided elsewhere in the Ordinances, no Permit shall be issued for a period in excess of twenty-four consecutive hours (one day). A Permit may be extended for like periods of time pursuant to a new application, unless another person has requested use of the same location and use of that location by more than one permittee is not reasonably possible.