

## **ALSIP-MERRIONETTE PARK PUBLIC LIBRARY DISTRICT**

### **6.50 Meeting Rooms Policy**

The Alsip-Merrionette Park Public Library District provides meeting room space to serve the cultural, educational and civic interests of its residents. Meeting rooms are made available to meet the operational needs of the Library and to provide accommodations for educational, informational, cultural and civic functions within the community. The Library will not discriminate in making its premises available for use on the basis of viewpoints expressed by users or the race, national origin, religion, sex, sexual orientation, political affiliations or physical limitations of the users. Use of the meeting rooms does not constitute sponsorship or endorsement of users or the beliefs of the users by the Library District or its Board of Library Trustees.

#### **Types of Use**

Three meeting rooms are available, without charge, (refundable deposit is required for each use) to community groups whose objectives are cultural, educational or civic in character, subject to the rules and regulations established by the Board of Library Trustees.

Priority will be given first to Library programs and secondarily to organizations based in Alsip, Merrionette Park, or Garden Homes. Other organizations based in adjacent areas may be allowed the use of a meeting room if the purpose of the organization is likely to benefit Library District residents.

All groups are responsible for complying with applicable Americans with Disabilities Act (ADA) requirements when using the rooms. All special ADA accommodations will be provided by the sponsoring group/organization.

Rooms are not available for illegal activities, purely social gatherings, transactions of commerce, or programs which would interfere with the Library's normal use.

Use of a Library meeting room by an organization not connected with the Library does not imply Library endorsement of the viewpoints expressed by the organization's members.

The Library reserves the right to refuse the use of a meeting room to any group for any activity which may interfere with the ordinary functions and activities of the Library, or which may cause excessive noise, a safety hazard, or a threat to public health, safety and property.

Groups may not charge admission or solicit or require donations for attendance by non-members and/or public. No products or services may be solicited or sold.

## **Hours**

Meetings must be scheduled during the hours that the Library is open for general use, Monday through Saturday. Sundays are excluded. Meetings shall end at least 15 minutes prior to the Library's closing time.

## **Facilities**

There are 3 rooms available for public use, as follows:

Room #1: capacity up to 60 persons

Room #2: capacity up to 105 persons

Room #3: (rooms 1 and 2 combined) capacity of 165 persons

When booking, the applicant should match the size of the group to the proper room size. If the library deems that the proper room size was not selected, the library reserves the right to match any group to the proper room size.

A list of the equipment available to use in the meeting room and kitchenette is attached to the application for use of the meeting room and all items to be used for a program must be checked and submitted with the application. Meeting room users are responsible for operating any equipment they require. If equipment and/or kitchenette are not requested when submitting the application, they will NOT be available on the day of the meeting.

## **Application for Use**

Written application for use of a meeting room shall be made in advance, on the official form provided by the Library. The form shall be signed by an officer or responsible representative of the organization or group and a Library District resident at least 21 years of age. This person is responsible for any damage, willful or accidental, to the Library building, grounds, equipment or furnishings. The application must be approved by the Library.

Authorization to use the meeting rooms is not transferable to any other individual or organization.

Groups are scheduled by date of application submission in the case of a conflict of dates.

Groups planning a series of meetings may fill out an application covering a quarter of a year at a time. Every organization will be required to reapply for use of meeting space quarterly. Please list specific dates with Month/Day/Year (e.g. September 15, 2014, October 13, 2014 and not "1<sup>st</sup> Monday of the month").

The Library reserves the right to determine if a particular request for a meeting room use constitutes a monopolization of meeting room space which unfairly restricts use by other organizations.

Any request not covered by these regulations shall be subject to the decision of the Board of Trustees.

### **Cancellations/Change of Date**

When a group wishes to cancel a scheduled meeting, the Library should be notified at least 3 business days in advance to have their deposit refunded.

The Board of Trustees reserves the right to request any group to change its approved scheduled meeting to another date.

Failure to follow the regulations for use of the meeting rooms by a group or its individual members may result in cancellation of the privilege of using the room. This shall be done by written notice of the Board of Trustees.

### **General Regulations**

No group or organization may use the Library as its official mailing address or ask Library staff to take reservations for a scheduled meeting.

Publicity announcing meetings in the Library should in no way imply Library sponsorship. Only activities sponsored by the Library will be advertised by the Library.

The Library staff may not be asked to give information regarding meetings. Notices of meetings may be posted within the Library by the Library staff. (Please see the Adult Information Desk for posting of notices)

The walls (including the fabric wall) of the meeting rooms are not to be used to display notices, charts, decorations, etc. Doing so will result in the deposit not being refunded and additional charges for any damage may be incurred.

No smoking or alcoholic beverages are permitted in the meeting rooms.

Permission to use the kitchenette facilities shall be requested in advance when reserving the room. The kitchen may be used to prepare light refreshments or light luncheons such as sandwiches or salads. There is to be no cooking or elaborate food preparation. Groups will provide their own equipment such as serving utensils, silverware, dishes, cups, tablecloths, extension cords, soap, dish cloths, and towels. Groups are required to wash and clean any items and areas used, including table tops and counters. Refreshments are not to be taken from the meeting rooms. If food or beverages are to be served, tablecloths must be provided to cover all tables. Failure to clean all items and/or areas will result in the deposit not be refunded and additional charges may be incurred.

Each organization is responsible for arranging the room for its use, and returning it to its original arrangement. All refuse and debris must be placed in the disposal containers provided.

Any group using a meeting room must indemnify and hold harmless the Alsip-Merrionette Park Public Library District, its Board of Trustees, and all Library staff for any and all accidents which may occur on the Library premises.

Youth groups may use the room for audience type meetings provided the application for registration is signed by a responsible adult at least 21 years of age. Young people are to be under proper adult supervision at all times.

The Library will not supply space for storage of equipment and/or supplies for groups using the meeting rooms.

Groups using a meeting room may not charge admission or sell products or services.

The Library reserves the right to amend this policy at any time and to cancel any reservation of the meeting room due to unforeseen circumstances.

The following fee schedule applies to the use of the meeting rooms:

<b>District Residents</b>	<b>Non-Residents</b>
\$25, refundable for each use	\$50, refundable for each use
All groups using the kitchenette will be required to pay a \$25 non-refundable fee, in addition to the fees listed above.	

Failure to follow any part of the Policy may result in the deposit not being refunded and additional fees may be incurred.

Please note the Alsip-Merrionette Park Public Library has security cameras throughout the library, including all meeting rooms.

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