

# South Holland Public Library

## 6.0 Meeting Room Policies & Application



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## 6.0 Meeting Room Policies & Application



### 6.0 MEETING ROOM POLICIES

The South Holland Public Library provides meeting rooms as a limited forum to primarily meet the operational needs of the Library and to support the educational, informational, cultural and civic functions of the community.

The Library will comply with all state and federal laws prohibiting discrimination in making its meeting room available and will not deny usage based on the viewpoints expressed by users.

Permission to use the meeting rooms does not constitute a sponsorship or endorsement of the users' policies or beliefs. The Board of Library Trustees will review the meeting room policy and regulations periodically and reserve the right to amend them at any time.

Activities at a meeting room should not materially or substantially interfere with the proper functions of the Library. Applicant and his/her organization are responsible for conducting orderly programs and for ensuring the attendees will not interfere with regular Library services or endanger Library employees, patrons, or property. Failure to comply will result in termination of the meeting and rejection of future applications for use of the meeting room.

The Library reserves the right to revise any scheduled arrangements and to preempt established reservations on reasonable notice. The Library may also deny access to the meeting room to groups that have failed to follow the rules and regulations for the room's use. The Library may waive portions of this policy to accommodate Library sponsored meetings and programs.

### 6.1 WHO CAN USE THE MEETING ROOM

Priority for reserving the meeting rooms is given in the following order:

1. Library sponsored activities and programs.
2. Official government agencies and Boards of governments serving the South Holland Public Library community.
3. South Holland non-profit community organizations engaged in intellectual, charitable, civic, cultural, and/or educational activities that wish to hold meetings or programs where no admission fee is charged. The Library reserves the right to request a copy of an organization's 501(c)(3) non-profit status or state non-profit certification and/or a certificate of insurance.
4. South Holland businesses for non-commercial use.

To use a meeting room, a representative of the group must take responsibility for the group's use of the room by signing *6.12 Meeting Room Use Application* for each meeting room use. This person must be a South Holland Public Library cardholder in good standing, age eighteen years or older. *Official government agencies are exempt from the cardholder requirement.*

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### 6.2 MEETING ROOMS AVAILABLE

The Library has two meeting rooms available.

#### 6.2.1 North Meeting Room on the Lower Level

- a. Seating for 50 auditorium style with two (2) tables at the front
- b. DVD player
- c. Microphone
- d. LCD projector
- e. Screen
- f. Podium
- g. Coat rack

#### 6.2.2 East Meeting Room on the main level

- a. Seating for 18 at three (3) tables
- b. LCD projector
- c. Screen
- d. Dry erase board with markers and eraser

### 6.3 MEETING ROOM SET-UP & EQUIPMENT OPERATIONS

1. The Library will provide tables, chairs and trash cans.
2. After initial set-up as indicated on the *6.12 Meeting Room Use Application*, the Library does not provide staff to assist in meeting room changes at the time of the meeting or to operate audiovisual equipment. Changes in equipment needed must be requested at least three (3) business days in advance.
3. Meeting Room users are responsible for operating any audiovisual equipment they require. Instruction in operating library-owned equipment is available from Public Services staff members. This instruction must be scheduled with a staff member well in advance of the date needed to ensure Public Services staff are available at a mutually convenient time.

### 6.4 APPLICATION PROCEDURE

1. The official South Holland Public Library *6.12 Meeting Room Use Application* must be completed by a group representative who is 18 years or older with South Holland Public Library card in good standing.
2. Official government agencies are exempt from the cardholder requirement.
3. The applicant's name and phone number will be given out by the Library to the public for questions and referrals to the organization and meeting.
4. Bookings for the period of January 1 through April 30 will be accepted beginning and no earlier than December 1. Bookings for the period of May 1 through August 31 will be

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accepted beginning and no earlier than April 1. Bookings for the period of September 1 through December 31 will be accepted beginning and no earlier than August 1.

5. The *Application* must be submitted to the Library no less than three (3) weeks prior to the event.
6. Applications are approved on a first-come, first-served basis within seven (7) business days of receipt of the completed application.
7. Applications cannot be approved the same day it is received by the Library.
8. Proof of 501(c)(3) non-profit status or state non-profit certification and/or certificate of insurance may be required.
9. No group or organization may use a meeting room more often than once a month.

### 6.5 RESPONSIBLE PARTIES

1. The person who signed the *6.12 Meeting Room Use Application* must show a photo ID and be present at the Library before staff will open the meeting room to the group, and he/she must be present throughout the scheduled meeting. It is the responsibility of the person who signed the application to ensure compliance with the restrictions to the meeting room occupancy limits, with fire and safety regulations, and Library rules. The person who signed the application will be responsible for willful or accidental damage to the Library building, grounds or equipment.
2. The person who signed the application and any group or persons using the meeting rooms must indemnify and hold harmless the South Holland Public Library Board of Library Trustees, its officers, and employees for damages, causes of action, judgments, settlements, cost and expenses, including reasonable attorney's fees, arising from physical injury to persons, including death, and or loss or damage to property related to the use of the Library's meeting rooms, building, parking lot or facilities by the group or persons.
3. Authorization to use the meeting room is not transferable to another organization or individual not listed on the original application.
4. The failure to comply with the Library rules and regulations will result in the loss of meeting room privileges. The applicant will be responsible for the payment of any fines that result from damage to the meeting room/s. In case of a serious disturbance, the police will be called.

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### 6.6 CANCELLATIONS

1. Immediately contact the Public Services Department at 708-527-3160 when it is necessary to cancel a reservation for a meeting room.
2. Groups who neglect to cancel in advance on more than one occasion may be denied future meeting room use.
3. Repeated cancellations, even with notice, or unused reservations of two (2) or more within a 12-month period, will result in denial of future meeting room use.
4. The Library reserves the right to cancel any reservations due to unforeseen circumstances.
5. In the event of an emergency closing of the Library, all reservations are automatically cancelled. Library staff will attempt to inform the contact person of the closing.
6. Added Library programs or functions will take precedent over previously scheduled groups. The Library may also cancel a reservation if Library policies or procedures are violated.
7. The Library reserves the right to request any group to change its approved schedule to another date. Notice will be given to the person signing the application.

### 6.7 GENERAL MEETING ROOM RULES

1. Meetings shall be held during regular Library hours during the following times:
  - Monday-Thursday, 10:30 a.m.-8:00 p.m.
  - Friday, 10:30 a.m.-5:00 p.m.
  - Saturday, 10:30 a.m.-4:00 p.m.
  - The Library is closed on Sundays
2. Food preparation is not permitted. Only non-alcoholic beverages and cold foods, such as light snacks or box lunches, may be served in the meeting rooms. All supplies must be provided by the organization.
3. Hotplates, sterno cooking fuel, and other products used to heat food and/or drink are prohibited.
4. Set-up and clean-up must be accomplished during the above time frames. The meeting rooms are to be left in the condition they are found at the beginning of the meeting. Failure to leave the meeting room in its original condition may result in a \$100 maintenance fee.
5. The organization will be barred from further use of the room and the meeting room applicant's library card will be blocked until any such fees are paid. Long-term unpaid fees may be submitted to a credit collection agency.

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6. Library staff will not be available to make room arrangement changes or to provide support service such as carrying equipment or materials into or around the Library, operating audiovisual equipment, making photocopies or handling attended registration for a scheduled meeting. The Library does not provide refreshments, office supplies, or make coffee.
7. Non-library sponsored meetings must be open to the public at large and may not be restricted to the membership of the sponsoring organization. This means any member of the public that sees a meeting taking place may enter and participate.
8. Groups may not charge admission, require fees or request donations for attendance or participation.
9. Library personnel must have free access to the meeting rooms at all times. The Library maintains the right to monitor all meetings conducted on Library premises to ensure compliance with Library rules and regulations.
10. Groups must comply with the Americans with Disabilities Act (ADA) and are responsible for providing qualified interpreters and/or auxiliary aids, upon request, for their programs.
11. The Library is a smoke-free building.
12. Activities and materials in conjunction with the use of the meeting room must be contained within the room.
13. Minors under the age of 18 years may use the meeting rooms with adult supervision of at least one (1) adult per ten (10) children who will assume complete responsibility for the activities in and conditions on the premises.
14. Minors of the attendees may not be left unattended during meetings and should remain in the meeting room.

### 6.8 PROHIBITED MEETING ROOM USE AND ACTIVITIES

Library meeting rooms cannot be used for the following purposes:

1. The sale, promotion, endorsement or advertisement, whether directly or indirectly, of a commercial product or service. This includes organizations or businesses that intend to generate future revenue based upon “free” educational programs promoting products or services offered by the sponsoring party.
2. Learning institutions, instructors or tutors conducting classes or study sessions.
3. Gambling activities.
4. Meeting rooms may not be reserved for social gatherings such as receptions, showers, birthday parties, dances, card parties, social club events, etc.

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5. Benefits, fundraising or money-making purposes such as bake sales or presentations of products or services are prohibited.
6. Groups may not charge admission nor solicit or require donations for attendance at the meetings, nor can they collect dues on premises.
7. Legal depositions, proceedings or meetings pertaining to a lawsuit or civil action.
8. Activities that advocate the election or defeat of a candidate for public office or which advocate affirmative or negative votes concerning any political proposition.
9. Storage space for equipment or supplies for groups using the meeting room is not available.
10. Smoking, alcoholic beverages and/or illegal drugs are not permitted.
11. No flames of any kind are permitted, including lit candles, and sterno cooking fuel.
12. Nothing can be attached/applied to the walls.
13. No animals, except service dogs and horses, may be brought into the meeting room.
14. In case of a serious disturbance, the police will be called.

### 6.9 PUBLICITY

1. Individuals and organizations reserving use of the meeting room are responsible for their own publicity.
2. All publicity must state that the South Holland Public Library is not a sponsor of this organization and its programs.
3. The location of the Library may be publicized, but the Library's telephone number shall not be used for any purpose.
4. The Library will not handle attendee registrations or take messages for those interested in attending the meeting or participating in the program.
5. The Library is not to be included as a source of further information.

### 6.10 DENIAL OF USE

1. Groups or organizations not adhering to the rules and regulations for use of a meeting room or falling into categories excluded from use may be denied access to the meeting rooms.
2. The Library reserves the right to refuse the use of the meeting rooms to any group or individual for any activity deemed unsuitable for the Library's facilities, incompatible with its purposes or which may interfere with the ordinary functions and activities of the

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Library by causing excessive noise, safety hazards and/or threat to public health, safety and property.

3. Written notification will be sent to groups or organizations being denied use of a meeting room, stating the reasons for denial. This notification will be sent within seven (7) business days of the receipt of the application.
4. A group, which has been denied permission to use a meeting room by the Library, may appeal such denial to the Board of Trustees at the Board's next regularly scheduled meeting. Written notice of that appeal and all written documentation supporting that appeal must be delivered to the Library Director at least seven (7) business days before the Board meeting. At the Board meeting, the Applicant may be granted up to five (5) minutes for a presentation to support the group's position.

### 6.11 SITUATIONS NOT COVERED

Any situation not specifically covered in this policy will be resolved by the Library Director and may be reviewed by the Library Board.



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### 6.12 MEETING ROOM USE APPLICATION

STAFF USE-Date & Time received: \_\_\_\_\_ Received by: \_\_\_\_\_



### South Holland Public Library Meeting Room Use Application

TO REQUEST A MEETING ROOM, COMPLETE AND RETURN THIS FORM. A single group may book up to twelve (12) meetings per year. Meeting rooms must be reserved at least three (3) weeks in advance. See *6.0 Meeting Room Policies & Application* for details.

**ONE MEETING REQUEST PER APPLICATION FORM.**

NAME OF ORGANIZATION/GROUP:

TYPE OF GROUP:

South Holland governmental organization     South Holland non-profit community organization

South Holland business holding a non-commercial meeting

APPLICANT INFORMATION:

Doors will not be opened until this applicant arrives, and she/he must attend the entire meeting.

Name (must be 18+):

\_\_\_\_\_

South Holland Public Library card number:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone number:

\_\_\_\_\_

Email:

\_\_\_\_\_

MEETING ROOMS ARE AVAILABLE FOR USE:

Monday–Thursday.....10:30 a.m.–8:00 p.m.

Friday.....10:30 a.m.–5:00 p.m.

Saturday.....10:30 a.m.–4:00 p.m.

*The Library allows for up to 15 minutes before and after the meeting for your group to gather and disperse.*

DATE & TIME REQUESTED:

1st choice:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

2nd choice:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

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**MEETING ROOM REQUESTED:**

North Meeting Room (Capacity 50)

East Meeting Room (Capacity 18)

**ARE YOU SERVING REFRESHMENTS?**

Yes  No Please note there is no kitchen access

If yes, what are you serving? \_\_\_\_\_

**AV EQUIPMENT REQUESTED:**

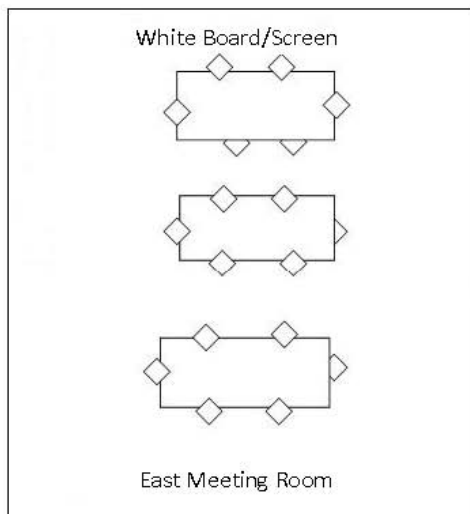
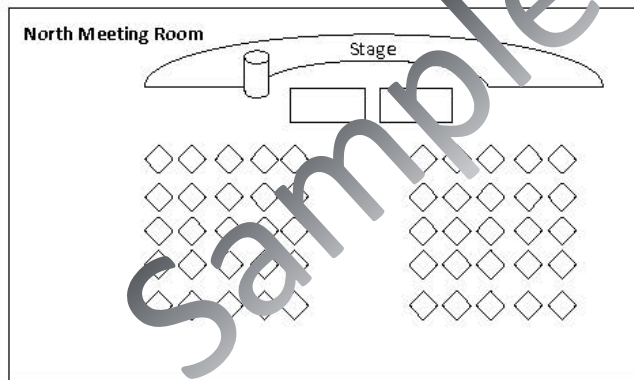
DVD/Blu-ray player

LCD projector

Microphone

Screen

**NUMBER OF PEOPLE EXPECTED** \_\_\_\_\_



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### CONSENT:

\_\_\_\_ I state the above information is true and correct. I further state I have received a copy of *6.0 Meeting Room Policies & Application* and I (and the group, club, or organization) shall abide by the regulations of the South Holland Public Library and shall indemnify and hold the South Holland Public Library harmless from all claims, actions, suits, proceeding costs, expenses, damages, and liabilities, including attorney's fees, arising out of, or resulting from the occupancy or use of the premises by the group.

\_\_\_\_ I understand failure to comply with *6.0 Meeting Room Policies & Application* may result in a loss of meeting room privileges.

\_\_\_\_ I will include the statement "This meeting/program is not a South Holland Public Library activity" in all meeting publicity thus establishing the South Holland Public Library is not a sponsor of my organization's program. I will not use the Library's address and/or phone number as my organization's contact point.

SHPL Cardholder Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### LIBRARY AUTHORIZATION:

A COMPLETED FORM MUST BE SUBMITTED TO REQUEST A MEETING ROOM. RESERVATIONS ARE NOT FINAL UNTIL CONFIRMED BY LIBRARY STAFF SIGNATURE BELOW. The applicant will be notified within seven (7) business days if the reservation has been confirmed or denied.

LIBRARY USE

\_\_\_\_ Reservation Confirmed

Room Reserved \_\_\_\_\_

Library Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_

-OR-

\_\_\_\_ Reservation Denied

Library staff signature: \_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Patron Notification sent via \_\_\_\_\_ email Date sent: \_\_\_\_\_

Entered in Evanced by: \_\_\_\_\_ Date: \_\_\_\_\_