

LA GRANGE PARK PUBLIC LIBRARY

MEETING ROOM POLICY

TABLE OF CONTENTS

	<u>Page</u>
1. General Policy Statements	L-16d
a. Provision of Meeting Room Facilities	L-16d
b. Application of Policy	L-16d
c. Violation of Policy	L-16d
d. Permission to Use Meeting Room Facilities Not an Endorsement.....	L-16d
2. Americans with Disabilities Act	L-16d
3. Types of Facilities	L-16d
a. Community Room.....	L-16d
b. Study/Board Room.....	L-16e
c. Gregor Memorial Music Room.....	L-16e
d. Children’s Activity Room.....	L-16e
e. Kitchen.....	L-16e
4. Furniture and Equipment	L-16e
5. Availability of Meeting Rooms	L-16e
a. Community Room.....	L-16e
b. Study/Board Room.....	L-16f
6. Priority for Room Use	L-16f
7. Frequency of Use	L-16f
a. Study Time.....	L-16f
b. Other Uses.....	L-16g
8. Application for Use and Reservation Procedures	L-16g
• Contact Person	L-16g
• No Automatic Renewal.....	L-16g

Adopted: 12/90
Reviewed:
Revised: 5/93, 10/94, 10/95, 3/01, 6/04, 4/08

LA GRANGE PARK PUBLIC LIBRARY

MEETING ROOM POLICY
TABLE OF CONTENTS

- Reservation of EquipmentL-16g
- No Assignment of Reservation.....L-16h

9. **Meeting Room Fees**.....L-16h

- a. General FeesL-16h
- b. Waiver of Room Rental Fees and Security Deposits.....L-16i
- c. No Waiver of Equipment Fees.....L-16i

10. **Cancellations and Refunds**.....L-16i

- a. General Statement.....L-16i
- b. Refund ScheduleL-16i
- c. No Partial Refunds.....L-16i
- d. Security Deposit RefundsL-16j

11. **Denial of Meeting Room Use**.....L-16j

- a. General Prohibited UsesL-16j
 - Gambling Activities.....L-16j
 - Social FunctionsL-16j
 - Disruptive Activities.....L-16j
- b. Appeal from Denial of Use.....L-16j

12. **Meeting Room Use Rules**L-16j

- a. No Admittance to Library When Library Is ClosedL-16k
- b. All Meetings Open to Library Officials.....L-16k
- c. No Smoking, Hazardous or Illegal Substances.....L-16k
- d. Attendance Limited.....L-16k
- e. No Parking for Users of Meeting RoomsL-16k
- f. No Admission Fees PermittedL-16k
- g. Publicity.....L-16k
- h. No Use of Library Name, Address or Phone NumberL-16k
- i. No Storing of Items in the Library.....L-16l
- j. No Support ServicesL-16l
- k. Children Must Be Supervised.....L-16l
- l. Library Not Responsible for Loss or DamageL-16l

Adopted: 12/90
Reviewed:
Revised: 5/93, 10/94, 10/95, 3/01, 6/04, 4/08

LA GRANGE PARK PUBLIC LIBRARY

**MEETING ROOM POLICY
TABLE OF CONTENTS**

13. Use and Care of Facilities and EquipmentL-16l

- a. Meeting Rooms to be left in Good Condition.....L-16l
- b. Penalty for Leaving Rooms in Unsatisfactory ConditionL-16l
- c. Breakage, Damage, TheftL-16l
- d. Lighting.....L-16l
- e. Display.....L-16l
- f. Refreshments.....L-16m
 - Kitchen Reservation Required.....L-16m
 - Types of Refreshments AllowedL-16m
 - Refreshments To Remain In Meeting Room.....L-16m
 - Carpet Stains.....L-16m
 - No Alcoholic Beverages.....L-16m
 - Refreshment SuppliesL-16m

14. Safety and Security Procedures.....L-16m

15. Policy ReviewL-16m

Adopted: 12/90
Reviewed:
Revised: 5/93, 10/94, 10/95, 3/01, 6/04, 4/08

LA GRANGE PARK PUBLIC LIBRARY

MEETING ROOM POLICY

1 GENERAL POLICY STATEMENTS

- a. Provision of Meeting Room Facilities. The Library provides the use of its meeting room facilities as a service to groups and organizations under conditions established by the Board of Trustees. The meeting rooms are designed primarily to meet the operational needs of the Library and provide accommodations for educational, informational, cultural and civic functions of the La Grange Park community.
- b. Application of Policy. This policy shall govern the use of the meeting room facilities during Library hours. The conditions, rules and regulations set forth in this policy apply equally to all the rooms offered under **Types of Facilities**.
- c. Violation of Policy. Any violation of the rules, conditions and regulations contained in this policy shall cause the individual/group/organization to forfeit his/her/its right to use the Library meeting rooms and shall result in the cancellation of any permission granted to that individual/group/organization to use the meeting room facilities in the future.
- d. Permission to Use Meeting Room Facilities Not an Endorsement. Permission to use a meeting room does not constitute endorsement of the subject matter of the meeting, or endorsement by the Library of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement will be permitted.

2. AMERICANS WITH DISABILITIES ACT

Groups using the Library's meeting facilities must comply with the requirements of the Americans with Disabilities Act. They are responsible for providing qualified interpreters or auxiliary aids, upon request, to individuals who require certain accommodations which would enable them to observe and/or participate in the function or meeting.

The Library has an auxiliary aid, a personal audio amplifier, which is available to groups using its meeting rooms. Requests to use the equipment should be made to the Librarian-in-Charge at least 24 hours in advance.

3. TYPES OF FACILITIES

The Library has the following facilities available for use:

- a. Community Room. This room will accommodate up to 95 persons auditorium style.

With tables, the room will accommodate up to 64 persons.

Adopted: 12/90
Reviewed:
Revised: 5/93, 10/94, 10/95, 3/01, 6/04, 4/08

LA GRANGE PARK PUBLIC LIBRARY

MEETING ROOM POLICY

- b. Conference Room. This room contains a conference table surrounded by 10 chairs. It is possible to have up to 5 additional chairs along the perimeter of the room.
- c. Gregor Memorial Music Room. This room contains a conference table surrounded by 4 chairs. It also holds a Clavinova Digital Piano; see Clavinova Digital Piano Policy for equipment use. The room can hold up to 10 people.
- d. Children's Activity Room. This is a medium sized open room, which holds 30 chairs. Chairs and tables can be set up in it for meeting or activities.
- e. Kitchen. A small kitchen, which adjoins the Community Room is available for use at times it is not needed by the Library staff. Reservations for use of the kitchen must be made at the time of application for use of the meeting room. The kitchen cannot be used unless it is used in conjunction with a meeting room.

4. FURNITURE AND EQUIPMENT.

- a. The Library has the following furniture and equipment available for use in the Community Room with at least 24 hours' notice to the Library staff: Chairs, folding tables, marker board, movie screen, audio-visual equipment, and lectern. No additional furniture or equipment other than that already available in the room will be permitted, except with the permission of the Librarian-in-Charge.
- b. Library staff will provide instruction for use of equipment, but will not be present to operate it for meetings and programs. Separate arrangements must be made for use of Library films and other audio-visual equipment.
- c. Each group is responsible for setting up the room for their meeting. All tables and other equipment used must be returned to storage.
- d. Compliance with safety and fire regulations is mandatory. Doors must not be blocked by any objects. There also must be open aisles to all exits.

5. AVAILABILITY OF MEETING ROOMS

- a. Community Room, Gregor Memorial Music Room, and Children's Activity Room.

These rooms are available for use during library hours. Users should plan to conclude their activities 15 minutes prior to the library closing.

Adopted: 12/90
Reviewed:
Revised: 5/93, 10/94, 10/95, 3/01, 6/04, 4/08

LA GRANGE PARK PUBLIC LIBRARY

MEETING ROOM POLICY

b. Conference Room. The Conference is available exclusively for study during the library hours until 5:00 p.m. each day. Users should plan to conclude their activities 15 minutes prior to the library closing.

The term “study” includes, but is not limited to, individual study, study groups, discussion groups, tutoring and group instruction. Reservations for study time should be made as described below in Application for Use and Reservation Procedures.

Reservations for the Conference Room will be governed by the rules stated under **Priority For Room Use**.

6. PRIORITY FOR ROOM USE

Priority for the use of the Meeting Room Facilities will be as follows:

- a. La Grange Park Library and Library-affiliated/sponsored groups.
- b. Non-profit educational, informational, cultural or civic groups and organizations having at least one adult member who is a cardholder in good standing of La Grange Park Public Library.
- c. Cardholders in good standing of La Grange Park Public Library.
- d. For-profit organizations and/or non-profit educational, informational, cultural or civic groups without a member who holds a La Grange Park Public Library card.

7. FREQUENCY OF USE

a. Study Time. Individuals and groups wishing to use the Conference Room may reserve the room for one 3-hour increment per day unless special arrangements are made with the Librarian-in-Charge. After the first 3-hour period, an individual or group may extend his, her or its use of the Conference Room for an unlimited number of one-hour increments provided that no other individual or group has reserved the Conference Room. Extensions of use of the Conference Room must be made by conferring with the Reference Desk personnel as required by that personnel after the expiration of the first 3-hour increment.

The Conference Room, Music Room and the Community Room may be reserved for study by any one individual or study group no more than three 3-hour periods per week.

LA GRANGE PARK PUBLIC LIBRARY

MEETING ROOM POLICY

b. Other Uses. No group or organization other than the La Grange Park Public Library may use a meeting room more often than twice per month. A request for more frequent use by a group or organization may be granted at the discretion of the Librarian-in-Charge.

8. APPLICATION FOR USE AND RESERVATION PROCEDURES

Obtaining permission to use one of the meeting rooms requires the completion and filing of an “Application for Meeting Room Use” by an adult member (18 years or older) of the requesting organization/group/individual. Requests for a meeting room can be made remotely by accessing the online reservation system at www.lplibrary.org. If an organization/ group/individual is unable to apply online, a paper application can be submitted in person, by fax or by mail. Paper applications are available at the Circulation Desk.

Organizations/groups/individuals must submit one application per meeting. If the application is approved, a notice of confirmation will be mailed or emailed to the responsible member of the organization. Applications are not approved until the organization/group/individual receive a confirmation.

Organizations/groups/individuals using the Conference or Music Room must check in and out at the Reference Desk.

Organizations/groups/individuals using the Community or Activity Room must check in and out at the Children’s Desk.

- Contact Person. The person making the application will be the contact person, unless otherwise specified, and will be the only person authorized to make changes in the room reservation. The person making the application will be held responsible for the use and condition of the meeting room and should be in attendance at the meeting for which the room is reserved.
- No Automatic Renewal. Each group wishing to use a meeting room during a calendar year must file an application; there is no automatic renewal procedure.
- Reservation of Equipment. Whenever possible, reservations for equipment should be made at the same time room reservations are made. The Library staff requires at least 24 hours' notice that a meeting room user will need equipment in order to provide time for setup.

LA GRANGE PARK PUBLIC LIBRARY

MEETING ROOM POLICY

- No Assignment of Reservation. No person, group or organization may assign a reservation to another person, group or organization.

9. MEETING ROOM FEES

a. General Fees. The following schedule of fees and security deposits must be paid at the time of application when individuals, groups and organizations wish to utilize the meeting rooms and equipment at the La Grange Park Public Library.

<u>ROOM</u>	<u>RENTAL RATE</u>	<u>SECURITY DEPOSIT</u>
Community Room	\$25.00 per hour	\$50.00
All other rooms	\$15.00 per hour	\$50.00
Use of Kitchen	\$15.00 per use	\$50.00
Audio Visual Equipment (each item)	\$15.00 per use	\$50.00

b. Waiver of Room Rental Fees and Security Deposits. **Room rental fees and room security deposits may** be waived for:

- Library sponsored and affiliated groups.
- Not-for-profit groups with La Grange Park Library cardholders in good standing as members.
- Federal, state and county groups.
- La Grange Park village, park district, school district, board, committee and office holder meetings.
- La Grange Park residents for non-commercial meetings.
- Individuals or groups using the meeting rooms for study, as defined under **Availability of Meeting Rooms**.

c. No Waiver of Equipment Fees. Except for Library sponsored and affiliated groups, equipment fees will not be waived.

10. CANCELLATIONS AND REFUNDS

a. General Statement. If an individual, group or organization does not intend to use a meeting room during a reserved time, the Librarian-in-Charge should be notified promptly. Cancellation of more than two reservations during any 12-month period may, at the discretion

LA GRANGE PARK PUBLIC LIBRARY

MEETING ROOM POLICY

of the Librarian-in-Charge, result in denial of meeting room privileges.

b. Refund Schedule. If a meeting is canceled, the fees paid will be refunded under the following conditions:

<u>Date of Cancellation</u>	<u>Rental Fee Refund</u>	<u>Security Deposit Refund</u>
Up to 6 days before meeting	100%	100%
5 days before meeting	0%	100%

c. No Partial Refunds. No refund will be issued for the unused portion of a meeting room reservation.

d. Security Deposit Refunds. Except as provided under **Use and Care of Facilities and Equipment**, the security deposit will be refunded within 14 days of the meeting date.

11. DENIAL OF MEETING ROOM USE

a. General Prohibited Uses. The meeting rooms are not available for use for:

- Gambling Activities. Gambling activities, including, but not limited to, bingo, raffles and games of chance for monetary prizes or other things of value.
- Social Functions. A social function is one solely intended for entertainment through companionship and with friends and associates, including, but not limited to: weddings, anniversaries, showers, card parties, birthday and social club parties.
- Disruptive Activities. Any other activity which, in the judgment of the Librarian-in-Charge, would materially and substantially interfere with the ordinary functions and activities of the Library and which may cause excessive noise, safety hazards and/or a threat to public health, safety and property.

b. Appeal from Denial of Use. In the event an individual, group or organization has been denied permission to use the meeting room due to a failure to comply with, or a violation of the meeting room rules, conditions or regulations, the individual, group or organization may appeal to the Board of Library Trustees at either of the Board's next two regularly scheduled meetings.

Written notice of said appeal and all written documentation supporting the appeal should

Adopted: 12/90
Reviewed:
Revised: 5/93, 10/94, 10/95, 3/01, 6/04, 4/08

LA GRANGE PARK PUBLIC LIBRARY

MEETING ROOM POLICY

be delivered to the Executive Director for the Library Board's review at least five days before such Board meeting.

At this Board meeting, the applicant shall be allowed fifteen minutes or such further time as the Board may deem appropriate, for a presentation in support of the applicant's request.

The Board of Library Trustees will consider the appeal in open session, and will attempt to complete its findings and to reach a decision at that meeting, unless additional information or documentation is deemed necessary, in which event the Board shall announce its decision no later than three days after that meeting.

12. MEETING ROOM USE RULES

a. No Admittance to Library When Library Is Closed. No one will be admitted to the Library before or after the regularly scheduled Library hours unless prior arrangement has been made with the Librarian-in-Charge. No one is permitted to wait in the Library for the conclusion of a meeting after closing hours, unless authorized by the Librarian-in-Charge.

b. All Meetings Open to Library Officials. All meetings shall be open to the Library Board, Director, staff and officials. This in no way obligates the group or organization to notify the public of the meeting or to specify in any publicity that it is open to the public.

c. No Smoking, Hazardous or Illegal Substances. Smoking or use of hazardous or illegal substances is not permitted anywhere in the library.

d. Attendance Limited. Attendance at meetings must be limited to the stated capacity of the room.

e. No Parking for Users of Meeting Rooms. The Library parking lot is reserved for patrons of the Library, including attendees at Library-sponsored meetings and programs, and Library staff. Users of the meeting rooms (other than persons using meeting rooms for study) must park on the street or in available parking spaces other than the parking lot. The Library does not provide special parking facilities for chairmen of groups using the meeting rooms.

f. No Admission Fees Permitted. No individual, group or organization shall charge an admission fee to the meeting, except for Library-sponsored or related programs for which fees may be charged to defray expenses. Groups may charge attendees for the actual costs of materials used in a program, i.e., workbooks, handouts, supplies, etc. This must be indicated on the application.

LA GRANGE PARK PUBLIC LIBRARY

MEETING ROOM POLICY

- g. Publicity. Meeting room users may not post signs on the Library doors or inside the Library directing participants to the meeting, except in places specifically designated for that purpose by the library staff. Individuals desiring to post signs must obtain permission to do so from the Librarian-in-Charge.
- h. No Use of Library Name, Address or Phone Number. Users of the Library meeting rooms may use the Library's name and address only to designate the location of their meeting. Individuals/groups/organizations using the meeting rooms may not use the Library for their mailing address or telephone number. Further, it is not permitted to place the Library's phone number on publicity as the place to call for more information about a meeting room user's meeting.
- i. No Storing of Items in the Library. Equipment, supplies or personal effects cannot be stored or left in the meeting rooms or in the Library before or after use.
- j. No Support Services. The Library does not provide service to carry supplies, make coffee, provide office supplies or photocopies. All groups must provide their own support for preparation and clean up.
- k. Children Must Be Supervised. Children of attendees are not to be left unattended during meetings.
- l. Library Not Responsible for Loss or Damage. The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by an individual, group or organization using the Library's meeting facilities.

13. USE AND CARE OF FACILITIES AND EQUIPMENT

- a. Meeting Rooms to be Left in Good Condition. The meeting rooms are to be left as they were found. At the conclusion of a meeting, the individual, group or organization is responsible for placing all areas in the condition existing before the meeting commenced. This includes, but is not limited to, rearranging or restacking chairs and cleaning of tables, kitchen counters and appliances if used.
- b. Penalty for Leaving Rooms in Unsatisfactory Condition. If a group does not leave the room in good order, the group will be charged a custodial fee of \$50.00. A group which leaves the meeting facilities in disorder may have its meeting room privileges suspended or revoked and may forfeit part of the security deposit.
- c. Breakage, Damage, Theft. The meeting room applicant, group, organization, and

Adopted: 12/90
Reviewed:
Revised: 5/93, 10/94, 10/95, 3/01, 6/04, 4/08

LA GRANGE PARK PUBLIC LIBRARY

MEETING ROOM POLICY

members shall be liable for any breakage, loss or theft of any property caused by members or guests of the group or organization. If the replacement value of the property broken, damaged or stolen is valued at or less than the amount of the security deposit, the replacement value of that property will be deducted from the security deposit. If the replacement value of that property exceeds the security deposit, the meeting room applicant will be billed for the excess. If any amount remains unpaid after 15 days, the group or organization, if any, will be billed for the excess.

- d. Lighting. No custom arrangements will be made for lighting.
- e. Display. Nothing may be attached to any portion of the room, except that the picture molding may be used for displaying pictures and materials.
- f. Refreshments.
 - Kitchen Reservation Required. Serving food or beverages of any kind requires use of the kitchen and payment for same.
 - Types of Refreshments Allowed. Simple refreshments may be served (coffee, doughnuts, punch, cookies, etc.). Simple box lunches will be allowed, but no other meals of a more elaborate nature. As a guideline, the kitchen may not be used for cooking.
 - Refreshments to Remain in Meeting Room. Refreshments may not be taken out of the meeting room.
 - Carpet Stains. Users will be charged for stains to carpet caused by food and drinks.
 - No Alcoholic Beverages. Alcoholic beverages are not allowed in the Library except by special permission of the Board.
 - Refreshment Supplies. Refreshment supplies such as cups, containers, paper goods, tea and coffee, and cooking utensils are not provided by the Library. Library staff will provide pots and water for tea and coffee service, but will not make the tea or coffee.

14. SAFETY AND SECURITY PROCEDURES

Adopted: 12/90
Reviewed:
Revised: 5/93, 10/94, 10/95, 3/01, 6/04, 4/08

LA GRANGE PARK PUBLIC LIBRARY

MEETING ROOM POLICY

It is the responsibility of the applicant/group/organization to assure compliance with all applicable fire and safety code rules and restrictions. Questions regarding these rules and restrictions may be directed to the Librarian-in-Charge.

15. POLICY REVIEW

The Board of Library Trustees of the La Grange Park Public Library will review the Meeting Room Policy periodically, and reserves the right to amend it at any time. Questions, which are not covered in this policy should be addressed to the Executive Director.

Adopted: 12/90
Reviewed:
Revised: 5/93, 10/94, 10/95, 3/01, 6/04, 4/08