

## MAYWOOD PUBLIC LIBRARY DISTRICT

### MEETING ROOM Policy and Regulations

Meeting rooms may be booked only by Maywood residents who possess a valid Maywood Public Library card and submit a completed Meeting Room Application & Facilities User Release Form.

The use of meeting room space by an organization does not constitute Library sponsorship, viewpoint, or endorsement of the organization or its activities. Advertisements or announcements that either directly or indirectly imply otherwise shall not be permitted. Failure to conform to these regulations may result in immediate suspension of meeting room privileges.

- A. Groups cannot use the Library's address or phone number as the organization's contact point.
- B. All publicity should indicate that the Maywood Public Library is not a sponsor of the organization's program.

The policies governing the use of the meeting rooms at the Maywood Public Library District are based on Article 5 of the LIBRARY BILL OF RIGHTS: As an institution of education for democratic living, the Library District welcomes the use of its meeting rooms for cultural, civic and educational activities. Meeting space is available on an equal basis to all groups in the community, regardless of the beliefs and affiliations of its members.

#### I PERMISSIBLE MEETING PURPOSES

The use of the meeting room is assigned by the Library Board and Library Director in order to render use of the facility to benefit the greatest number of district residents and to serve the needs of the community in the following order:

- A. Library District sponsored meetings or programs.
- B. Friends of the Library sponsored meetings or programs
- C. Non-profit organization sponsored meetings or programs based within the Maywood community (as defined by 805ILCS 105).
- D. Educational, cultural or civic meetings or programs of organizations based within the boundaries of the Maywood Public Library District.
- E. Meetings of official agencies located within the Maywood Public Library District.

**The use of the meeting room for meetings by the above qualifying groups and organizations may be made provided that:**

- A. Meetings are held for the purpose of educational, civic, or cultural programming, or public information.**
- B. Meetings are open to the public without charge, except meetings of staff.**
- C. There are no monetary collections allowed at the meetings. Sales, fees, or free will offerings for program related materials will be permitted only and with the prior written permission of the Library Director. As a general guideline, sales of any materials shall only be permitted to the extent such materials are closely tied to and necessary for the participant's appreciation of the content of the program or presentation. No fees may be charged for tutoring sessions. The Library may charge admission for Library sponsored programs. In addition, sales of program-related materials may be made at Library sponsored programs, provided that sale of program-related materials is approved in writing in advance by the Library Director.**
- D. Meeting rooms are not used to promote or advertise directly or indirectly a commercial product or service. (For example, a real estate firm or a health provider may conduct a seminar offering free information to the public. Such a business MAY NOT solicit or otherwise conduct business or conduct a sales transaction on Library property. They may, however, leave information for their audience to indicate their business hours of operation and location.)**
- E. Meeting rooms may not be used for activities or to promote materials that are obscene, defamatory, inflammatory or invasive of an individual's privacy.**

## **II EXCLUSIONS**

**The following groups are excluded from using the meeting rooms:**

- A. Group meetings for a social or private function. (Examples: showers, birthday parties, repasts, reunions, weddings.)**
- B. Groups intending to hold meetings which would interfere with the work of the Library District because of noise or other factors, as reasonably determined by the Library Director.**

## **III FACILITIES (See Application for meeting room).**

## **IV RESERVATIONS**

- A. Reservations are not final until payment is made and a Facilities User Release Form is returned to the Reference Department. The Reference Department will maintain a schedule of fees. Reference Department staff will issue a receipt following payment and completion of the Meeting Room Application and User Release Form. Library sponsored groups shall have the first choice of time. Reservations will be taken on a first-come, first-serve basis. Where a conflict exists regarding requested dates, preferences shall be given in the order listed in Section I above. Repeated cancellations or unused reservations may result in denial of meeting room use. Groups should check in with Reference staff on the 3<sup>rd</sup> floor before entering the room they have reserved. Meeting rooms must be reserved at**

least 3 days in advance. Last minute reservations cannot be accommodated. In fairness to all, no organization may meet in Library Rooms # 201 & #202 regularly more than 2 days per month. Groups may not reserve rooms more than 8 weeks in advance

- B. Cancellation of meetings must be made at least 24 hours before the scheduled time by notifying the Reference Department. The Library District reserves the right to cancel meetings for good reason, upon reasonable notification.
- C. The Library District reserves the right to refuse any group, either because the nature of its activities is in conflict with the Library District's regulations or scheduling, or because of the group's previous disregard for the Library District's policies and regulations.

## V HOURS

Meetings may be held on days the Library is open from 9:00a.m -9:00 p.m., Monday and Wednesday, and from 9:00a.m.-5:30 p.m. on Tuesday, Thursday, and Saturday. The Library is closed on Sunday. Generally, admittance of group representatives for preparation and meetings shall be no earlier than 9:15 a.m. Meetings should conclude 15 minutes prior to the Library closing.

\*Only meetings which are sponsored or co-sponsored by the Library may be scheduled at times when the Library is closed.

## VI MEETING ROOM REGULATIONS

- A. Smoking is not permitted anywhere in the Library, including all meeting rooms, lobbies, restrooms, etc.
- B. No alcoholic beverages, drugs, or contraband may be used on the Library District premises.
- C. Decorations must be limited to those items which can stand on the floor or a table, and which conform to fire regulations.
- D. Nothing may be attached to walls or ceilings of the meeting room.
- E. Groups may set up the room for their own use, but immediately after using the room, tables and chairs must be put back in the order in which they were found.
- F. A group requesting the use of a meeting room must designate one adult to assume legal responsibility for the group's activities in the Library. This group representative must sign the Meeting Room Application & Agreement form and see that the group follows all of the rules and regulations described in this policy. Minors must have suitable adult supervisors.
- G. Light refreshments are permitted. (Light refreshments are defined as cookies, pastries, fruit, cheese and pizza with no other accompaniments, and beverages such as water, pop and punch.)
- H. All groups are responsible for removing their refuse and providing trash bags to carry out the refuse. Refuse bags should be closed shut and placed in the hallway outside of the meeting rooms.
- I. Use of flammable heat sources or electric appliances is prohibited.

- J. Use of Library telephones for personal calls by members of an organization is not permitted. Cell phone usage is restricted to the area in front of the elevators on each floor. Library District staff will not be responsible for delivering personal messages to organization members.**
- K. An application for meeting room use will include the name of the group, type of organization, date and times of the meeting, purpose of the meeting, name of group contact person, number and age range of people attending, and desired equipment needed.**
- L. At the conclusion of a meeting, the room must be returned to its original condition. The person responsible for the group must notify the Reference Department when the meeting has ended.**
- M. Public notice about scheduled meetings will be posted each month in a designated area of the Library and on the Library's web page. The notice will include the date and time of the meeting, the meeting room assigned, the name of the organization, and the nature and purpose of the meeting.**
- N. Misrepresentation or falsifying of stated usage of Library meeting rooms will result in a revocation of meeting room privileges.**
- O. Library staff may only provide minimal assistance with the Library's equipment. Equipment that is provided will be limited to availability. Patrons must be conversant with their own equipment and laptop computers. Library staff cannot assist groups with transporting materials into or out of the meeting rooms or the building.**

## **VII VIOLATIONS**

**If a group violates one or more of the above meeting room regulations, a written violation notice will be issued. A group will be denied the use of the facility if there are recurring violations.**

## **VIII LOSS OR DAMAGE**

**The Library is not responsible for any accidents that may occur on Library property to individuals attending programs or meetings in the Library. Organizations using the meeting rooms will be held responsible for any damage to the Library building, grounds, or equipment due to negligence or willful misconduct.**

## **IX AMERICANS WITH DISABILITIES ACT**

**Groups or organizations using the meeting room agree to insure that their meetings are accessible as required by the Americans with Disabilities Act. The Library also insures its compliance with the Americans with Disabilities Act.**

**X**

**The Library Director will rescind the meeting room privileges of any organization that fails to comply with the policies, procedures, and requirements outlined above. Any situation not specifically covered above will be resolved by the Library Director.**

**XI**

**The organization shall, by separate agreement, agree to indemnify, save harmless and defend the Board of Library Trustee of the Village of Maywood, Cook County, Illinois, members of the Board of Trustees of the Village of Maywood and their respective officers, agents, and employees from and against any and all claims, demands, causes of action, and liabilities including all costs and reasonable attorney's fees in any manner caused by, arising from or incident to the organizations' use of the Maywood Public Library District's meeting room and other facilities.**

**III APPEAL**

**A person or group denied permission to use the meeting room or who disputes charges for the use of the meeting room, may appeal such matters to the Library Board of Trustees at their next regularly scheduled meeting.**

**The Board of Library Trustees of the Maywood Public Library District will review the Meeting Room Policy and Regulations periodically, and reserves the right to amend them at any time.**