

## Illinois Prairie District Public Library Meeting Room Policy

The Illinois Prairie District Public Library has two meeting rooms, at the Germantown Hills and Roanoke branches. The primary purpose of these rooms are in support of library functions, meetings and programs. The meeting rooms may be available for use by the public: individuals, groups or organizations.

Any adult, with proper identification, may reserve the rooms. The person who reserves them is the contact person for the group. This person is ultimately responsible for any damage done to the rooms.

A written application for the use of the room must be submitted each time a group or individual wishes to use either room. The group assumes all responsibility for set up and clean up. The contact person is ultimately responsible for the condition of the room.

The organization or group conducting the meeting must be nonprofit.

The meeting room deposit is \$25. In the event of a meeting room cancellation the deposit will be refunded as soon as possible. If there is damage to the room the deposit is forfeited, and excess damage cost is charged to the contact person of the group.

The rooms may be reserved one month ahead of time.

The meeting rooms are open to the public, library staff and the press.

Meetings may be held outside the library hours providing special arrangements have been made. These arrangements may include the availability of a library staff person to be on duty during the meeting time.

In the event of a library building emergency or weather-related emergency, the meeting will be cancelled. Organizations are responsible for notifying the library of cancellations. If an organization fails to appear for its scheduled meeting, it may forfeit the deposit paid at the time of the reservation.

Any advance publicity about the meeting will not refer to the library except as the location of the meeting. In any publicity the library's phone number may not be used as a contact for information. No publicity signs are permitted on library premises.

Permission to use the meeting rooms do 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 an endorsement will be permitted.

The library is not responsible for possessions left in a meeting room.

Groups may not charge admission to the meeting, except for library-sponsored or related programs which may charge fees to defray expenses. Groups may charge attendees for the actual costs of materials used in a program e.g. workbooks, handouts, supplies, etc.

Meetings may begin no earlier than 30 minutes after the library is open and end no later than 30 minutes before the library closes, unless special arrangements have been made in advance.

The meeting shall not inhibit or disturb the normal operation of the library, its staff, or patrons in any way, shape or form.

Light refreshments may be provided by the group at its meeting. The group is responsible for providing the refreshments and any utensils or supplies required.

Library staff will not take messages or deliver messages for group participants.

Smoking is not allowed in any area of the library. Groups using the room must comply with all applicable State and Federal laws and regulations – such as hiring an interpreter and providing auxiliary aids as required under the Americans with Disability Act when requested by the public.

Groups using the meeting room may not discriminate on the basis of race, sex, color, creed, national origin, age, religious belief or handicap, against any person requesting admission to the meeting.

At no time may petitions be prepared, circulated or solicited for signatures in the meeting room or elsewhere in the library building or premises.

Future use of meeting rooms may be restricted or denied for any violations of library rules or this policy.

Meeting rooms may not be used for gambling activities (e.g. bingo, raffles, and games of chance for monetary prizes) or any activity that would substantially interfere with the normal operation of the library (e.g. meetings that cause excessive noise, safety hazards or a threat to public health, safety and property).

The organization or group agrees to indemnify and hold the library harmless from any and all claims, suits, damages, costs, losses, and expenses in any manner resulting from or arising out of the organization's use of the room. The library reserves the right to require a certificate of insurance.

The library does not provide storage space for property or supplies of groups or organizations using the meeting room. The library assumes no responsibility for private property brought into the building.

Library programs and activities are given first priority in scheduling over outside organizations. After that, organization requests are booked in the order in which they are received.

The library reserves the right to request any group change its approved reservation to another room or time when necessary for a library-sponsored activity. Notice will be given to the contact person.

Groups may appeal any decision of the Library Director under this meeting room policy. Such an appeal shall be filed in writing to the Library Director within 10 days after notice of the decision is personally delivered in writing to the group or when the notice is sent to the contact person by first class mail to the registered address. In the event of such an appeal, the Board of Trustees may hold a hearing for the purpose of hearing evidence relevant to the appeal. Within 30 days or the next regularly scheduled board meeting, the Board of Trustees will make a final decision in the matter.

Adopted: April 4, 2017

Amended: May 5, 2020