

Illinois Prairie District Public Library Meeting Room Policy

Illinois Prairie District Public Library has meeting rooms and/or study rooms available for use at the Germantown Hills, Metamora, and Roanoke branches. Individuals, groups, and organizations are welcome to use Library spaces for educational, cultural, civic, intellectual, and charitable activities, or activities requiring the use of library materials. Any use of Library spaces must support the Library's mission of "equal access to information, technology, resources, and engaging learning opportunities."

Purpose

- Use of Library spaces by individuals, groups, and organizations must be non-profit in nature.
- Social gatherings such as birthday parties, bridal or baby showers, and similar events of a private nature are not appropriate uses of Library spaces and are prohibited.
- Meetings for which the purpose may include, but is not limited to, selling a product, soliciting investments, or otherwise profiting in some way are not appropriate uses of Library spaces and are prohibited.
- Businesses and organizations may use Library spaces for private, non-commercial purposes, including but not limited to, employee training, association or club meetings, or similar gatherings that support the Library's mission statement.

Application for Use

- Individuals, groups, and organizations wishing to use Library spaces must submit a request in person or online using the Library's reservation system (inside the Library's Calendar of Events).
- Meeting Rooms use must be reserved in advance, using the procedures outlined below.
- Study rooms are available for use with or without a reservation on a first-come, first served basis, providing such spaces are not previously reserved by another User.
- Any adult, with proper identification, may submit a reservation request. This person will be the designated contact person for the group.
- The group and/or its representative who reserved the room are responsible for maintaining order for room users and must conduct themselves in a manner consistent with Library usage.
- The contact person is responsible for ensuring that each member of the group is aware of and abides by all Library rules and regulations.
- Applicants will receive a confirmation email once the request has been approved. Until receipt of this email, requests are considered PENDING. Pending requests may be denied at any time at the Library's discretion.
- The Library reserves the right to designate which space will be appointed for use. Users' requests will be honored whenever possible.
- Meeting rooms should be left in good order. Any clean-up of, or repair to, the premises, the meeting room, or Library equipment arising from the use of the meeting rooms or occurring during the period of reservation of the meeting rooms will be the responsibility of the group and the individual signing the application.

Deposits and Fees

- A meeting room deposit of \$25 is due prior to the approval of any reservation.
- If the Library cancels a reservation (facility emergency, weather, etc.), the deposit will be refunded as soon as possible.

- Deposits will also be refunded if the User cancels a reservation no less than 24 hours prior to the reservation.
- In the event of any damage to Library spaces, the deposit is forfeited, and excess damage costs will be charged to the contact person for the group.
- Deposits may be waived at the discretion of the Library Director for non-profit, governmental, or school use.
- A separate, refundable \$25 deposit may be required if the User needs a key to access Library spaces outside of normal Library operating hours (see below).

Reservations

- The library reserves the right to limit organizations' use of the room to encourage the broadest possible use by many organizations.
- One-time use of Library spaces may be reserved up to 90 days ahead of time.
- Community groups or organizations may reserve a room for monthly or quarterly meetings for up to one year's time, with a limit of twelve (12) meetings per year. Meetings of this nature must be discussed in advance with Library staff prior to approval.
- No individual or group may reserve more than once in any rolling 30-day period without prior discussion and approval from Library staff.

Scheduling

- Library spaces are generally available during normal Library operating hours.
- Meetings may begin no earlier than 15 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.
- Meetings may be held outside the library hours providing special arrangements have been made. These arrangements may include, but are not limited to, the availability of a Library staff person to be on duty during the meeting time. If Library staff presence is required, Users will be responsible for labor costs for Library staff.
- Meetings held at the Roanoke branch may be scheduled outside normal Library operating hours, with approval. A refundable deposit for the outside entrance door key is required, as outlined above.

General Meeting Guidelines and Regulations

- Library meetings, activities, and programs are given priority in scheduling. Reservation requests will be honored on a first-come, first-served basis.
- 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. Reasonable notice will be given to the contact person as soon as possible.
- Events that are put on by community groups and non-profit groups must be open to the public, Library staff, and the press.
- Private meetings by groups and organizations must be open to Library staff and comply with any applicable State and/or Federal Open Meetings Act requirements.
- Users may not charge admission fees for attendance or participation in any meeting or event.
- Groups and Library-sponsored or related programs may charge attendees for the actual costs of materials used in a program, e.g., workbooks, handouts, supplies, etc.
- Users must comply with all State and Federal accessibility laws and regulations related to the Americans with Disabilities Act, including, but not limited to, providing qualified interpreters or

auxiliary aids upon request. Users are responsible for any costs incurred related to said compliance.

- Users are responsible for the supervision of all children who may accompany its members. Children 7 years of age and under must remain with the group or be supervised by an adult who remains with them.
- Meetings and reservations may be canceled by the Library without notice in the event of a Library building emergency, weather-related emergency, or similar situation. The Library will notify the designated contact person as soon as possible in the event of such cancellation.
- Users are responsible for notifying the Library of reservation cancellations. Failure to notify the Library of such cancellations and cancellations with less than 24 hours' notice may result in the forfeiture of Users' deposits.
- Permission to use Library spaces does not constitute endorsement of the subject matter of the meeting or endorsement by the Library of viewpoints expressed by participants in programs.
- Any advance publicity about meetings will not refer to the Library except as the location for the meeting, and must be approved by Library staff prior to publication. The Library's phone number may not be used for contact information. Advertisements or announcements implying endorsement by the Library are not permitted and will result in the reservation by the User being canceled and future use prohibited.
- Light refreshments may be served at meetings. Users are responsible for providing refreshments and any utensils or supplies required. Users are responsible for proper disposal of all food waste. An additional fee may be charged to the User for failure to clean up the space prior to leaving.
- The Library assumes no responsibility for private property brought into the building. This includes damage or theft of personal property. Library staff will not move or transport private property. The Library does not provide storage space for property or supplies of meeting room Users.
- The User 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 User's use of the room. The Library reserves the right to require a certificate of insurance.

Prohibited Use

- Library spaces shall not be used in any way that materially interferes with the operation of the Library or any action which causes a threat to the safety of Library property or staff, patrons, or guests.
- Users must comply the Illinois Human Rights Act and may not use Library spaces in a manner that discriminates on the basis of sex, age, race, color, religion, arrest record, marital status, sexual orientation, physical and mental disability, national origin, ancestry, unfavorable military discharge, military status.
- Attaching anything to the walls is prohibited.
- At no time may petitions be prepared, circulated, or solicited for signatures in the meeting room or elsewhere in the library building or premises.
- Political candidates may not use the facilities for purposes of campaign fundraising.
- Meeting rooms may not be used for gambling activities (e.g., bingo, raffles, and games of chance for monetary prizes).

- In compliance with the Illinois Smoke Free Act, smoking is prohibited inside Library buildings and within 15 feet of any Library entrance.

Consequences for Policy Violations

- Failure to comply with these policies, rules, and regulations may result in responsibility for payment for necessary repairs, cleanup, or maintenance, and/or the cancellation of further or future use of Library facilities.

Appealing Use Decisions

- It is the duty of the Library Director to supervise these regulations and make rules governing proper use of Library buildings and equipment.
- Users may appeal any decision of the Library Director under this meeting room policy.
- Anyone wishing to appeal a decision about room use must make the appeal in writing to the Library Board and give it to the Director for inclusion on the agenda of the next regularly scheduled Board meeting.

Adopted: April 4, 2017

Amended: May 5, 2020

Amended: May 9, 2023