

PALOS PARK PUBLIC LIBRARY

MEETING ROOM POLICY

The Palos Park Public Library welcomes the use of its meeting room, “The Ruth Burns Lord Community Room”, as a service to community groups and organizations under conditions established by the Board of Library Trustees. Permission to use the meeting room does not constitute or imply Library endorsement of the aims, policies, or activities of any group or organization, or the views expressed in the meeting.

Priority for use of the meeting room is given to Library sponsored or co-sponsored programs and meetings. The following groups (in order of priority) may also use the meeting room for cultural, civic, educational, and informational purposes:

- Library related organizations, including Friends of the Library and Library Foundation.
- The Palos Historical Society.
- Government agencies and boards serving the Village of Palos Park.
- Non-profit and non-commercial groups and organizations that are based in the Village of Palos Park or include residents of the Village of Palos Park.
- Businesses located in the Village of Palos Park.
- Non-profit and non-commercial groups and organizations that are based in neighboring communities.
- Businesses located in neighboring communities.

Except for the Palos Park Public Library, Library related groups and organizations, and The Palos Historical Society, the meeting may not be reserved for social gatherings (ex. receptions, showers, parties), fundraising, soliciting funds, or promoting or selling products or services.

No admission charge or other money raising activities are permitted except those sponsored by the Library, Library related organizations, or The Palos Historical Society.

The name, address, and phone number of the library may not be used as the address or headquarters of any group using the library for meeting purposes except the Friends of the Library, Library Foundation, and The Palos Historical Society.

Publicity should in no way imply sponsorship. Publicity may include the library’s name and address but may not include the library’s phone number as a contact.

All meetings must be open to the public at large. This in no way obligates the group or organization to notify the public of the meeting or specify in any publicity that it is open to the public.

Per library staff approval, the meeting room may be used by an individual(s) for study or school group projects when no other space for such activity is suitable and the room is available.

The library reserves the right to refuse the use of the meeting room to any individual, group, or organization for any activity deemed unsuitable for the library’s facilities or which may interfere with the normal operation of the library. Examples of interference include, but are not limited to, excessive size (which may also impact parking), noise, or any other disturbance that violates the Patron Behavior Policy.

Facility

- Seating is available for up to 50 for a lecture or 30 seated at five folding tables. Maximum occupancy per fire code is 102 standing.
- Groups are responsible for setting up and taking down the arrangement of the meeting room and should leave the room in a clean and orderly condition.
- Available for use is a sink, refrigerator, podium, and flag.
- Request for use of the library's projector screen and DVD player, must be made in advance and groups are responsible for running the equipment in a conscientious manner according to instructions issued by library staff.
- Groups may serve light refreshments. Alcoholic beverages are not allowed.
- Groups must provide their own supplies. The library does not offer a service to store personal supplies or provide office supplies and photocopies.
- No alterations may be made to the meeting room and nothing may be attached to the walls or ceiling. No cooking, elaborate food preparations, or flames of any kind are permitted, including lit candles and Sterno cooking fuel.

Hours

- The meeting room may be reserved for up to 2 hours, additional hours may be approved at the discretion of the Library Director.
- Meetings are held during regular library hours and end at least 15 minutes before closing time. Set up and cleanup must be accomplished during regular library hours.
- Library hours of operation are: Monday-Thursday: 9:30 a.m.-8:00 p.m.
Friday-Saturday: 9:30 a.m.-5:00 p.m.
- Use of the meeting room before or after regular hours is only permitted for Library sponsored programs, Library related organizations, and The Palos Historical Society.

Application Process

- Reservations must be made on the Palos Park Public Library Meeting Room Application. Groups will be booked in order of priority and then by the date the application is received.
- Application for use of the meeting room does not guarantee approval of its use. An application must be submitted at least two business days in advance of the meeting.
- An adult (18 and over) must complete and sign the application, serve as the contact person, attend the meeting, and assume all responsibilities described in the Meeting Room Policy.

- The contact person must provide a phone number where he/she may be reached for questions from interested parties. Library staff will not be responsible for providing information about a meeting or group.
- When an applying group or organization includes minors, an adult must complete and sign the application, serve as the contact person, attend the meeting, and assume all responsibilities described in the Meeting Room Policy. Children under the age of 14 must have proper supervision (one adult for each 10 children).
- Groups planning a series of meetings should present a schedule of meetings at time of application. Recurring reservations will be accepted, but only on a quarterly basis. At the end of this period, such reservations must be renewed.
- The contact person is responsible for compliance with federal, state, and local laws including provisions of the Americans with Disabilities Act, which requires that a meeting or materials at a meeting be provided in an accessible format in response to a request.
- Authorization to use the meeting room is not transferable to any other individual or organization. It is the responsibility of the contact person to be present at the time of use to ensure compliance with the Meeting Room Policy.

Fees

- Library related groups and organizations, The Palos Historical Society, and government agencies and boards serving the Village of Palos Park may use the meeting room free of charge.
- Non-profit and non-commercial groups and organizations that are based in:
 - the Village of Palos Park or include residents of the Village of Palos Park may use the meeting room free of charge.
 - neighboring communities are charged a fee of \$30 per hour for use of the meeting room. *Exception:* An applicant that has a valid non-resident Palos Park Public Library card may use the meeting room free of charge.
- Businesses are charged a fee of \$30 per hour for use of the meeting room.

Cancellations

- The Library reserves the right to cancel any reservation due to unforeseen circumstances. The library may also cancel a reservation if library policies are violated.
- The application contact person should notify the Library of a meeting cancellation as soon as possible but no less than 24 hours in advance.

Property Damage

- The contact person as well as the organization will be held responsible for the willful or accidental damage of the library building, furniture, grounds, and equipment or materials will promptly compensate the library for repairs, cleaning, or loss.
- The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by a group meeting in the library.

Withdrawal of Privileges

- If the Meeting Room Policy is not adhered to by an individual, group, or organization using the meeting room, the library reserves the right to withdraw the privilege of the use of the meeting room by written notice.

Approved: January 16, 2013
Revision Approved: March 21, 2018