

# **West Chicago Public Library District**

## **Meeting Room Policy and Meeting Room Application**

The West Chicago Public Library District provides public meeting rooms to support the Library's mission of promoting lifelong learning by providing materials, programs, and services that are inspiring, enriching, and engaging to individuals of every age, economic status, and cultural background to meet the recreational and informational needs of the residents of the District

The meeting room is made available for the operational needs of the Library first, then to provide accommodations for educational, informational, cultural and civic functions within the District. When feasible, the Library makes the meeting room available for rental by members who have a West Chicago Public Library card in good standing.

For purposes of this policy, the meeting room shall refer to the Main Meeting Room.

For more information about Main Meeting Room, please see Attachment Two of this policy.

### **AVAILABILITY AND USE**

Priority for the meeting room is assigned as follows:

1. Library-sponsored programs and activities, including functions of the West Chicago Public Library District and its committees;
2. Educational, informational, cultural and civic programs sponsored or co-sponsored by the Library and related to its mission, collections and services;
3. Meetings of municipalities, agencies or departments of local government located within the district boundaries;
4. Meetings of other organizations, such as the Rotary and Chambers of Commerce of which the Library is a member and active partner;
5. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a not-for-profit 501 (c)(3); and
6. Businesses and other groups within the district boundaries in need of space to conduct a meeting or seminar consistent with the Library's mission.

### **LIMITATIONS**

The Library's meeting room is not available for uses, events or activities which are contrary to the Library's mission. Examples of uses and/or activities the meeting room may not be used for include but are not limited to:

1. Social or private parties, such as birthday and graduation parties, and bridal/baby showers.

2. Uses, events or other activities which, by their nature, may be disruptive to normal Library operation unless approved by the Library in advance of the rental.
3. Recitals or large performances of a theatrical nature.
4. Fundraising activities, except for those that result in a direct benefit to the Library and have received prior approval of the Library Director.
5. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.
6. Religious worship services.
7. Legal conferences or proceedings, including but not limited to depositions.
8. Realty closings.
9. Any use through which a salary or fee is earned or business is solicited.
10. Commercial meetings for advertising or solicitation; to conduct market research; or to interview job applicants.

## **ELIGIBILITY**

1. Must be 18 years of age or older, reside in the West Chicago Public Library District and have a current valid WCPLD library card in good standing.
2. The applicant must remain in the room during the meeting.
3. Applications must be made in advance on the Library's application form.
4. Applications must be completed, returned and payment received before meeting space can be confirmed.

## **INDEMNIFICATION**

For and in consideration of the use of the meeting rooms and Library facilities, any person or group using them agrees to indemnify and hold harmless the West Chicago Public Library District from any and all actions or suits relating to its use of such rooms and facilities.

## **GENERAL REGULATIONS**

Users of the meeting room agree to abide by all Library policies and the regulations established herein. Failure to abide by these regulations and/ or Library policies will result in cancellation or refusal of future reservations. These regulations apply to all Library spaces used for the purpose of bringing a group together.

1. Light refreshments may be served, provided the items are “dry,” such as cookies or crackers. Beverages must be in individual containers with a lid. All food served must be commercially prepared. Cooking is prohibited. All food must remain in the meeting room.
2. Smoking, vaping, chewing tobacco and consumption of alcohol are prohibited.
3. Any material that is deemed hazardous or dangerous is prohibited.
4. Children nine (9) years of age and under must be supervised by a responsible caregiver at all times.
5. The Library is not responsible for items left unattended or forgotten.
6. No group may transfer a room reservation to another group.
7. Admission may not be charged by any group.
8. Organizations may not ask for personal information from program attendees.
9. Room fees are payable at the time of application.
10. The Library does not provide assistance in transporting supplies to the rooms or help with set-up beyond the initial set-up, which is done by Library personnel. Library staff are not available to help with meetings, take attendance or assist with registration.
11. All meetings must be open to the public.
12. Room setup arrangements are required two weeks prior to the event.
13. Participants in all meetings must leave at the closing of the Library. Failure to do this may result in the suspension of rental privileges.
14. Rentals are not allowed before or after regular Library hours.
15. Behavior that disturbs others is not permitted. The Library has the right to cancel or interrupt the use of the room at any time. All rentals must adhere to the Library’s Patron Conduct Policy.
16. The renting group is responsible for ensuring that its meeting complies with requirements of the Americans with Disabilities Act and compliance shall be at the renting group’s own cost and expense.
17. The West Chicago Public Library District reserves the right to cancel a meeting room rental if a conflict arises with a Library-sponsored program or there is an unforeseen event, such as a power outage or inclement weather. Staff will assist the individual in finding an alternate date or will refund the rental charges.
18. Commercial entities may host informational and educational seminars, workshops, etc., but all such meetings must be free and open to the public. Attendees may not be asked for contact information as a condition of attending or participating.
19. By allowing use of its meeting room, the Library does not endorse the activities or viewpoints of meeting room users. Groups using the Library’s meeting room must:
  - a. Not state or imply that the group’s activities are sponsored by the Library.

- b. Not use the Library as a mailing address or list the Library’s name, address, phone number or web address as its headquarters.
- c. Not publicize their meetings with posters, leaflets or other publicity in the Library building without prior approval by the Library Director. Directional signs and/or notices for day-of events must be approved by staff prior to posting and removed immediately after use of the meeting room.
- d. Include the following Disclaimer in all publications and advertisements:

*“Use of Library meeting space does not constitute endorsement or approval of the organization, this program or its content by the West Chicago Public Library District.”*

- 20. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with library regulations and policies. The Board of Trustees of the West Chicago Public Library District or the Library Director shall reserve the option to pre-empt or cancel any meeting or refuse meeting room rental.
- 21. The group will be responsible for returning the room to its original condition. If the Library’s Maintenance Assistant must perform clean-up activities beyond regular cleaning, the group shall be billed an hourly rate for the amount of time required to return the room to its original condition.

Meeting rooms may be booked during the following periods:

<b>Rental Month</b>	<b>Reservations Open</b>
January	December 1
February	January 1
March	February 1
April	March 1
May	April 1
June	May 1
July	June 1
September	August 1
October	September 1
November	October 1
December	November 1

**Rental Fees and Occupancy Limits**

Organizations, businesses, and associations must pay a \$10.00 per hour non-refundable room rental fee for use of the meeting room payable in advance, except for West Chicago Public Library District partnerships.

Rental fees may be paid by check or cash. Renters agree that they are responsible for any damages that occur during the rental.

Rental fees are not charged to the following organizations: governmental agencies, park districts, schools, libraries, IMRF, or library-sponsored or sanctioned programs.

The Library may waive rental fees at the discretion of the Library Director.

The occupancy limit for the meeting room is 60 people.

### **Equipment**

The following equipment may be available upon request for use in the meeting room:

- a. Chairs
- b. Tables
- c. 70" Television & HDMI cable (for projection purposes)
- d. Podium
- e. Garbage Cans
- f. Sink

Groups using the meeting room shall be billed at replacement cost for any damage to furnishings and/or equipment.

All fees for damage shall be paid within thirty days. Failure to do so shall result in forfeiture of the right to use the meeting room facilities and possible criminal charges.

\* Approved by Board of Library Trustees November 26, 2018

ATTACHMENT 1

APPLICATION FOR USE OF MEETING ROOM

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Application Date: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Is this a non-profit organization \_\_\_\_\_ Yes \_\_\_\_\_ No

Purpose of meeting: \_\_\_\_\_

Time of meeting: From: \_\_\_\_\_ a.m. p.m. To: \_\_\_\_\_ a.m. p.m.

**EQUIPMENT NEEDED**

# of Chairs \_\_\_\_\_ # of Tables \_\_\_\_\_ HDMI Cable \_\_\_\_\_ Garbage Cans \_\_\_\_\_

Podium \_\_\_\_\_

**PERSON RESPONSIBLE FOR ROOM:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Do you have a copy of the Meeting Room Policy? \_\_\_\_\_ Yes \_\_\_\_\_ No

I have read and will comply with the Meeting Room Policy. I understand that there is a \$10.00 per hour rental fee for the use of the Meeting Room. I agree to pay this fee to secure the meeting room and understand that it must be paid before my group will be admitted to the room. The room rental fee is non-refundable.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

Amount Paid: \$ \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_

Staff initials: \_\_\_\_\_ Date: \_\_\_\_\_

## ATTACHMENT 2

### Meeting Room



- Located on the first floor of the library, the Meeting room can be reserved for a fee by calling the administrative office, (630) 231-1552 ext. 130. An application (Attachment 1 to this policy) will need to be completed. The Meeting Room holds 60 people and its dimensions are 25'5" x 27'7" .

\* Approved by Board of Library Trustees: November 26, 2018