

**WEST CHICAGO PUBLIC LIBRARY DISTRICT
MEETING ROOM POLICY & APPLICATION FORM**

Policy

Maximum meeting room capacity 60 persons

The West Chicago Public Library District provides meeting room space to residents or property owners of the District who possess a valid library card. All meetings should be scheduled during regular library business hours through the Library Administrative Office.

The Library does not endorse any expressed beliefs or viewpoints of the person or group using the meeting room. Activities that are inconsistent with the Library's meeting room policy will be denied or terminated. Use of the meeting room shall be governed by the following procedures:

Procedure

Permissible Meetings

1. Library sponsored groups shall be given priority. Other groups shall be granted reservations on a first come, first served basis.
2. Library sponsored/related meetings including without limitation meetings sponsored or conducted by the Library pertaining to the affairs of the Library.
3. Associations of which the Library is a member.
4. Local non-profit organizations engaged in civic, cultural, educational, or charitable activities.

Exclusions

1. Commercial meetings for advertising or solicitation.
2. Commercial meetings to conduct market research or to interview job applicants.
3. Social events such as birthday parties or showers.
4. Any use that would disrupt the operations of the Library.
5. Any group that violates the Library's policy Regulating Conduct Within and Use of the Property and Facilities of the West Chicago Public Library District.
6. Programs or gatherings that present a clear and present danger to the welfare of the participants, library staff and patrons, and/or the community.

Fees

1. Non-profit organizations \$10.00 per hour non-refundable room rental fee payable in advance.

Equipment

1. The following equipment may be available for use in the meeting room:
 1. Chairs
 2. Tables
 3. Projection screen
 4. Podium
2. Groups using the meeting room shall be billed at replacement cost for any damage to furnishings and/or equipment.
3. 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.

Food/Drink/Smoking

1. The Library complies with the Smoke Free Illinois Act (P.A. 095-0017) and therefore smoking is not allowed.
2. Light refreshments may be served. All refreshments must remain in the meeting room. Alcoholic beverages are not allowed.
3. Sponsoring organizations are responsible for exercising reasonable care in their use and disposal of food.

Regulations

1. No fees may be charged for entrance or participation.
2. Children under nine (9) must remain with their parent or guardian at all times while on the Library premises as per our policy Regulating Conduct Within and Use of the Property and Facilities of the West Chicago Public Library District.
3. The groups shall abide by all local ordinances and applicable laws.
4. No organization may use the Library as its official mailing address or telephone contact unless it is a Library sponsored group.
5. No group shall be allowed to store its equipment or supplies at the Library.
6. It shall be the sole responsibility of the group to recognize and adhere to Americans with Disabilities Act (ADA) regulations. Any cost associated with this compliance is the group's responsibility.
7. The group will be responsible for returning the room to its original condition. If the Library's custodian must perform clean-up activities, the group shall be billed an hourly rate or fraction thereof.

Revised:	March 22, 2004
Revision Approved by Board of Library Trustees:	September 26, 2005
Revision Approved by Board of Library Trustees:	September 22, 2008
Revision Approved by Board of Library Trustees:	January 23, 2012
Revision Approved by Board of Library Trustees:	April 28, 2014
Revision Approved by Board of Library Trustees:	May 22, 2017
Reviewed by Policy Committee:	May 13, 2021

Approved by Board of Library Trustees:

May 24, 2021

ADDENDUM 1

Application For Use of Meeting Room

Application Date: _____

Person responsible for room:

Name _____

Address: _____

Telephone _____

Name of Organization: _____

Is this a 501(c) nonprofit organization? _____ Yes _____ No

Purpose of Meeting: _____

Equipment Needed: _____ Chairs _____ Tables _____ Projection Screen _____ Podium

Date of meeting: _____ From: _____ To: _____

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 charge for the use of the room. I agree to pay this charge before my group is admitted to the room. The room rental fee is non-refundable.

Signature _____ Date _____

Amount Paid: Check # _____ Cash _____ EPay _____

Staff Initials: _____ Date: _____

ADDENDUM 2

Meeting Spaces

Small Conference Room



- Located in the Adult Services Department, this conference room hold 1 to 10 people
- A flat screen and HDMI hookup are available in the room.
- The room may be reserved for up to 2 hours. Depending on demand, the time may be extended.
- Reservations can be made up to one week in advance [online](#), by phone or in person.
- Reservations will be removed if not filled within a half hour.

Study Room #1



- Located in the Adult Services Department, this study room is ideal for 1-6 people.

ADDENDUM 2

- A white board is available in the room.
- The room may be reserved for up to 2 hours. Depending on demand, the time may be extended.
- Reservations can be made up to one week in advance [online](#), by phone or in person.
- Reservations will be removed if not filled within a half hour

Study Room #2



- Located in the Adult Services Department, this study room is ideal for 1-5 people.
- A white board is available in the room.
- The room may be reserved for up to 2 hours. Depending on demand, the time may be extended.
- Reservations can be made up to one week in advance [online](#), by phone or in person.
- Reservations will be removed if not filled within one half hour

ADDENDUM 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. 111. An application (Addendum 1) will need to be completed. The Meeting Room holds 60 people.