

# **WEST CHICAGO PUBLIC LIBRARY DISTRICT**

## **MEETING ROOM POLICY & APPLICATION FORM**

### **POLICY**

The maximum meeting room capacity is 60 people.

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 may provide the meeting room to valid Library card holders with Library cards in good standing. All meeting room reservations should be scheduled during regular library business hours through the Public Relations Specialist, at least two weeks in advance of your proposed reservation date. Applications received after that two week cutoff date may be denied.

For purposes of this policy, the meeting room shall refer to the main program room on the first floor of the library. For more information about the meeting room, see attachment two. The Application for Use of the Meeting Room is attachment one.

The Library does not endorse any expressed beliefs or viewpoints of the person(s) or group(s) 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**

#### **Availability and Priority of Use**

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 includes but is 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 reservation.
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, party, position, question, or referendum. Programs must maintain political neutrality and should focus on educating and informing the public of its options (e.g. – candidates forums with all candidates represented could be permitted).
6. Religious worship services.
7. Any use through which a salary or fee is earned or business is solicited.
8. Commercial meetings for advertising or solicitation; to conduct market research; to interview job applicants or hold a job fair.

## **Eligibility for the Meeting Room**

1. Applicant 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 submitted at least two calendar weeks in advance of the reservation date. Applicants must complete the Library's application form online, or submit a printed version in-person. Please see attachment one of this policy.
4. Applications must be completed and returned at least two calendar weeks before the proposed reservation date. The meeting room reservation will not be confirmed until payment is made, at least one week prior to the reservation

## **Indemnification**

For and in consideration of the use of the meeting room and Library facilities, any person or group using them agrees to indemnify and hold harmless the West Chicago Public Library District, its Board of Trustees, Officers and employees from any and all actions or suits relating to its use of the room 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 the meeting room 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 and beverages must remain in the meeting room.
2. Smoking and consumption of alcohol and/or controlled substances are prohibited.
3. Any material that is deemed hazardous or dangerous is prohibited.
4. Children under nine (9) years of age must be supervised by a responsible caregiver at all times.
5. The Library is not responsible for items left unattended or forgotten.
6. No person or group may transfer a room reservation to another group.
7. An admission fee may not be charged by any person or 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 room or help with setup beyond the initial setup, which is done by Library personnel. Library staff are not available to help with meetings, take attendance or assist with registration.
11. Organizations may not reserve space more than one (1) time per month.
12. All meetings must be open to the public.
13. Room setup arrangements are required two weeks prior to the event.
14. Meeting room reservations are not allowed on Sundays.
15. All meetings must end thirty (30) minutes prior to the closing of the Library. Failure to do this may result in the suspension of reservation privileges.
16. Rentals are not allowed before or after regular Library hours.
17. 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 reservations must adhere to the Library’s Conduct Policy.
18. The person or group reserving the meeting room is responsible for ensuring that its meeting complies with requirements of the Americans with Disabilities Act and compliance shall be at the reserving group’s own cost and expense.

19. The West Chicago Public Library District reserves the right to cancel a meeting room reservation 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 reservation fees.
20. In the event there is damage to the meeting room during a reservation, the person or group reserving the room must reimburse the Library for damages. Failure to reimburse the Library for the damages incurred during use of the meeting room shall result in the suspension of Library and/or room reservation privileges, and possible criminal charges.
21. 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.
22. By allowing use of its meeting room, the Library does not endorse the activities or viewpoints of meeting room users. Individuals or groups using the Library's meeting room must:
  - a. Not state or imply that their 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 on Library property without prior approval by the Library Director. Directional signs and/or notices for day-of events must be approved by the Person-in-Charge prior to posting and removed immediately after use of the meeting room.
  - d. Include the following Disclaimer in all publications and advertisements:
 

*"Use of the Library meeting room does not constitute endorsement or approval of the organization, this program or its content by the West Chicago Public Library District."*
23. 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 reservations.
24. The person or group will be responsible for returning the meeting room to its original condition. If the Library's Maintenance Assistant must perform clean-up activities, the group shall be billed an hourly rate for the amount of time required to return the meeting room to its original condition.

The meeting room 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
August	July 1
September	August 1
October	September 1
November	October 1
December	November 1

Applications must be submitted no later than two (2) calendar weeks prior to the proposed reservation date. Applications received after the cutoff date may be denied.

### **Rental Fees and Occupancy Limits**

The meeting room may be reserved for a maximum of three (3) hours.

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

Reservation 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 reservation fees at the discretion of the Library Director.

### **Equipment**

1. The following equipment may be available for use in the meeting room:
  1. Chairs
  2. Tables
  3. 70" Television & HDMI cable (for projection purposes)
  4. Podium
  5. Garbage cans
  6. Sink/counter
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 (30) days of the meeting date. Failure to do so shall result in forfeiture of the right to use the meeting room facilities.

Approved by Board of Library Trustees: 3/22/2004; 9/26/2005; 9/22/2008; 1/23/2012; 4/28/2014; 5/22/2017; 5/24/2021; 3/25/2024; 4/28/2025

1 ATTACHMENT 1

2  
3 Application For Use of Meeting Room

4  
5  
6 Application Date: \_\_\_\_\_

7  
8 Person responsible for room:

9  
10 Name \_\_\_\_\_

11  
12 Address: \_\_\_\_\_

13  
14  
15  
16 Telephone \_\_\_\_\_

17  
18 Name of Organization: \_\_\_\_\_

19  
20 Is this a 501(c) nonprofit organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

21  
22 Purpose of Meeting: \_\_\_\_\_

23  
24 Equipment Needed: \_\_\_\_\_ Chairs \_\_\_\_\_ Tables \_\_\_\_\_ Projection Screen \_\_\_\_\_ Podium

25  
26 Date of meeting: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

27  
28 Do you have a copy of the Meeting Room Policy? \_\_\_\_\_ Yes \_\_\_\_\_ No

29  
30  
31 **I have read and will comply with the Meeting Room Policy. I understand that**  
32 **there is a \$10.00 per hour reservation charge for the use of the room. I agree to**  
33 **pay this charge before my reservation will be confirmed. The room reservation**  
34 **fee is non-refundable.**

35  
36 Signature \_\_\_\_\_ Date \_\_\_\_\_

37  
38 Amount Paid: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ EPay \_\_\_\_\_

39  
40 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 Public Relations Specialist, (630) 231-1552 ext. 130. An application (attachment one) will need to be completed and reservation fees paid prior to reservation confirmation. The Meeting Room holds a maximum of 60 people.

## **Equipment**

1. The following equipment may be available 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/counter
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.