

## **EVERGREEN PARK PUBLIC LIBRARY BOARD POLICY FOR USE OF LIBRARY MEETING ROOMS**

In keeping with the guidelines in Article VI of the American Library Association's Library Bill of Rights, the Evergreen Park Public Library makes its meeting rooms available as a designated limited forum for educational and cultural activities.

Library meeting rooms may be reserved by Evergreen Park residents or Evergreen Park property owners with a valid library card or photo ID. Meeting rooms may also be reserved for such use by business entities and by organizations, regardless of the beliefs or affiliations of the organizations' members. The fee required to reserve use of a Library meeting room shall be waived for Evergreen Park residents, and for businesses and organizations located in Evergreen Park (60805), subject to conditions set in this policy.

The scheduling of a meeting by an organization in a Library meeting room does not constitute an endorsement by the Library of the organization or its activities

Use of meeting rooms for any activities that are inconsistent with the policies approved by the Library's Board of Trustees will be denied or terminated.

### **ADMINISTRATIVE PROCEDURES FOR USE OF THE LIBRARY MEETING ROOMS**

#### **Meeting Room Access**

- Evergreen Park Public Library meeting rooms are available for (in order of priority):
  1. Library-sponsored activities and functions
  2. Meetings and programs by not-for-profit, Evergreen Park-based organizations
  3. Use by individuals who reside in or business entities which are located in Evergreen Park
  4. Meetings and programs conducted by not-for-profit organizations which are not based in Evergreen Park
  5. Use by individuals who do not reside in or business entities which are not located in Evergreen Park
- No organization may reserve a meeting room for every Saturday or every Sunday during a booking period.
- No person or organization may assign a meeting room reservation to another person or organization.
- No admission fee may be charged or donations collected for programs held in Library meeting rooms. Solicitation for funds, whether implied or expressed through direct appeal, is prohibited. Advance reserved seating is prohibited.

- The Library reserves the right to determine whether a particular request for multiple uses of a meeting room unfairly restricts use by other organizations or individuals.

### **Application Process and Reservations**

- Applications for meeting room use should be made as much in advance as possible, but will not be accepted more than three months in advance.
- Application for use of a meeting room does not guarantee approval of its use.
- The meeting room must be left in the condition in which it was found. The person signing the application will be responsible to the Library for use of the facility, and the organization or individual reserving the meeting room is responsible for any and all damage to the room. The applicant must be present at the meeting room at all times during the period for which the room has been reserved.
- Meeting rooms are generally available for use on the following schedule:
  1. Monday-Thursday 9:00 a.m.-**8:30 p.m.**
  2. Friday-Saturday 9:00 a.m.-**4:30 p.m.**
  3. Sunday (September- 12:00 p.m.-**3:30 p.m.**
- The library entrance will be locked at the regular closing time (9:00 p.m. Monday-Thursday, 5:00 p.m. Friday-Saturday, 4:00 p.m. Sunday). The Library cannot provide personnel to admit anyone to the Library before opening or after closing time.

### **Fees**

- The meeting room use fee for individuals who do not reside in and non-profit organizations and business entities which are not located in Evergreen Park is \$50 and must be submitted with the application.
- Individuals who do not reside in Evergreen Park and not-for-profit organizations and business entities which are not located in Evergreen Park must pay \$100 total, which includes use of the meeting room and audiovisual equipment. The fee must be submitted with the application.

### **General Rules and Regulations**

- Smoking is not permitted.
- Meetings that would interfere with or disrupt the functions of the Library and its patrons due to noise or other factors will not be permitted. Use of hazardous materials such as chemicals in Library meeting rooms is prohibited.
- The Library does not have personnel to assist with meetings or programs, and cannot provide personnel to carry supplies to the meeting room. Custodial help is not available for anything other than normal maintenance of the rooms.
- The Library will not provide storage for property of individuals or organizations meeting in the library and assumes no responsibility for such property before or after the program.

- Adequate supervision of minors attending programs held in Library meeting is required at all times. Meeting room users must provide a minimum of one adult supervisor for every 12 minors.

### **Use of Audiovisual Equipment**

- Requests regarding room arrangement or audiovisual equipment must be made at the time of application. The Library will provide a list of the audiovisual equipment available for public use.
- Written instructions for use of the audiovisual equipment will be provided. Library staff cannot set up audiovisual equipment or run the equipment during meetings or programs.

### **Publicity**

- Individuals or organizations which are granted use of Library meeting rooms may not use the name, address, or telephone number of the Evergreen Park Public Library as the address of the individual or organization which is using the meeting room.
- Publicity for events held in Library meeting rooms under this policy is the responsibility of the group or its agent. Library staff will not give out information about the event, either by telephone or in person.
- Individuals or organizations using the library for meeting room purposes may not post signs or announcements of their meetings in the Library except as and where permitted by Library staff.

### **Foods and Beverages**

- Individuals or organizations wishing to serve food in Library meeting rooms may offer only non-alcoholic beverages and dessert-type refreshments. Lunch must be taken off-site.
- The refrigerator and countertop area in the large meeting room are available for use by organizations which have reserved that room, but must be completely cleared out and clean at the end of the meeting or program.
- The Library cannot provide garbage bags, cleaning supplies, or personnel to assist with cleaning up meeting rooms.

### **Non-Compliance**

- Waiver of any requirements or prohibitions contained in these Administrative Procedures may be requested by written application directed to the Library Director.
- The Library reserves the right to rescind the privilege of meeting room use by an organization or individual found to have abused meeting room use privileges.

Adopted October 24, 2007  
Revised February 10, 2010  
Revised March 9, 2011

**Evergreen Park Public Library**  
**9400 S. Troy Avenue ► Evergreen Park, IL 60805**  
**708-422-8522**

## Meeting Room Application

To reserve a meeting room, please complete this application and mail it with your payment (if required) to Evergreen Park Public Library, attention: Linda McKeown or bring this form with your payment (if required) to the Circulation desk.

Organization: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

Form of Identification \_\_\_\_\_

ID Number: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Evening Phone: \_\_\_\_\_

Email \_\_\_\_\_

Day/Date of Meeting: \_\_\_\_\_

Time of Meeting: From \_\_\_\_\_ To \_\_\_\_\_

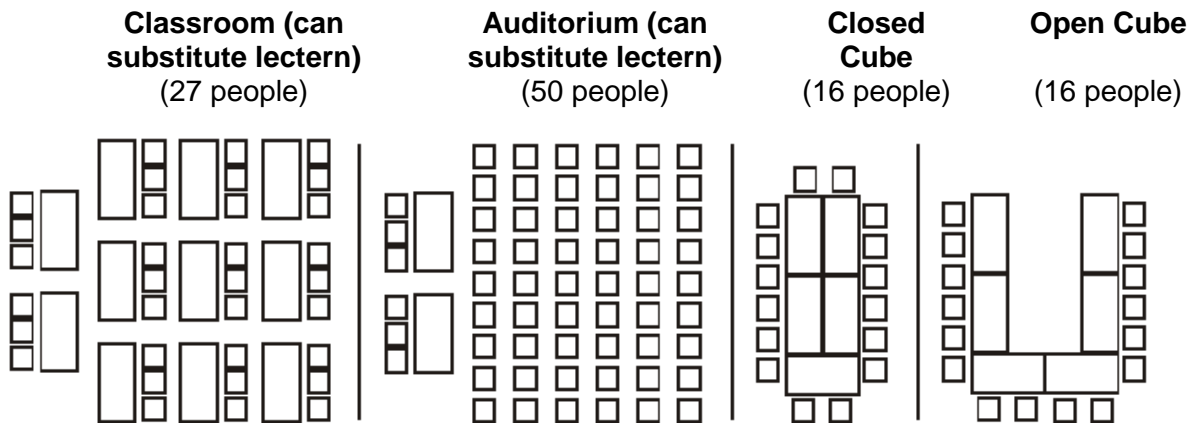
Purpose of Meeting: \_\_\_\_\_

Number Expected: \_\_\_\_\_

## Room Setup

Room setup arrangements and equipment requests must be made at the time of application. The meeting room use fee for individuals who do not reside in and non-profit organizations and business entities which are not located in Evergreen Park is \$50.

Please circle the name of one of the following configurations:



## Equipment Available for Public Use

Please check all equipment requested. The fee for use of audiovisual equipment for Individuals who do not reside in Evergreen Park and not-for-profit organizations and business entities which are not located in Evergreen Park is \$100 total, which includes use of the meeting room and equipment.

- \_\_\_\_\_ Lectern and Microphone
- \_\_\_\_\_ Wireless Microphone
- \_\_\_\_\_ Audiovisual Projector and Screen
- \_\_\_\_\_ Internet Connection
- \_\_\_\_\_ DVD/VCR
- \_\_\_\_\_ Dry Erase Board
- \_\_\_\_\_ Coffee Maker (Please bring your own coffee, filters, cups, condiments, etc)

## Acknowledgements and Signature

\_\_\_\_\_ I have read and agree to abide by the meeting room policy and administrative procedures.

\_\_\_\_\_ I agree to vacate the meeting room promptly by 8:30 pm (Mondays-Thursdays), 4:30 pm (Fridays-Saturdays), or 3:30 pm Sundays.

\_\_\_\_\_ I agree to limit refreshments to non-alcoholic beverages and dessert-type food items. Lunch will be taken off-site.

**Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Fee Included:** \_\_\_\_\_

### For Office Use Only

Request Received: \_\_\_\_\_ Fee Received: \_\_\_\_\_

Request Scheduled: \_\_\_\_\_ Copy to Maintenance: \_\_\_\_\_

Request Confirmed: \_\_\_\_\_ Staff Signature: \_\_\_\_\_