



9400 S. Troy, Evergreen Park, IL 60805 • Phone: 708.422.8522 • Fax: 708.422.8665 • evergreenparklibrary.org

Policy for Use of the 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 (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 business owners with a valid library card or photo ID. Meeting rooms may also be reserved for such use by organizations and businesses regardless of the beliefs or affiliations of their members or employees.

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 has two meeting rooms available for public use. **The large meeting room seats 50. The small conference room seats 12.**
- Order of priority of use of Evergreen Park Public Library meeting rooms:
 1. Library-sponsored activities and functions.
 2. Meetings and programs by not-for-profit organizations based in Evergreen Park.
 3. Evergreen Park residents or businesses which are located in Evergreen Park. Evergreen Park residents may reserve a meeting room for use by an organization or business which is not based or located in Evergreen Park, however a non-resident usage fee will be applied.
 4. Meetings and programs by not-for-profit organizations which are not located in Evergreen Park. A non-resident usage fee will be applied.

5. Non-residents or businesses which are not located in Evergreen Park. A non-resident usage fee will be applied.
- No organization may reserve a meeting room for every Saturday or every Sunday during a three-month booking period.
 - No person or organization may assign a meeting room reservation to another person or organization.
 - 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 General Rules

- 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.
- Applicants will be notified of availability within 48 hours of a fully completed application.
- Application for use of a meeting room does not guarantee approval of its use.
- Meeting rooms are generally available for use on the following schedule:

Monday-Thursday	9 am until <u>8:30</u> pm
Friday-Saturday	9 am until <u>4:40</u> pm
Sunday (September-May)	12 pm (noon) until <u>3:30</u> pm
- 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 room is required at all times. Meeting room users must provide a minimum of one adult supervisor for every 12 minors.
- 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.

- 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.

Usage Fees

Fees must be submitted with the meeting room application. A refund will be issued only if cancellation notice is given 48 hours prior to the event.

User Group	Large Meeting Room	Small Conference Room
Not-for-profit organizations based in Evergreen Park.	\$0	\$0
Evergreen Park residents or businesses located in Evergreen Park.	\$25	\$0
Evergreen Park residents that reserve a meeting room for use by an organization or business not based or located in Evergreen Park.	\$100	\$50
Users who conduct classes, programs, or activities that require a fee for participation, regardless of residency.	\$100	\$50
Not-for-profit organizations not based in Evergreen Park	\$100	\$50
Non-residents or businesses not located in Evergreen Park.	\$100	\$50

Prohibited Uses and Activities

- Sales, promotion, or advertising of a commercial product.
- Gambling 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. Social functions, such as but not limited to, birthday parties, showers, or weddings are not permitted uses of the meeting room.
- Use of hazardous materials such as chemicals in library meeting rooms is prohibited.

Use of Audiovisual Equipment

- Requests regarding room arrangement or audiovisual equipment must be made at the time of application. A list of the audiovisual equipment available for public use is provided.

- 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. Revised November 8, 2017. Revised February 14, 2018. Revised April 10, 2019

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 _____

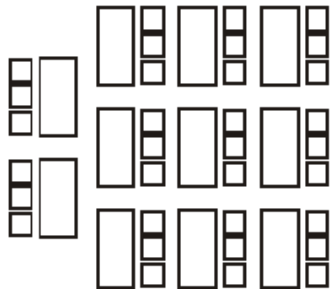
Purpose of Meeting: _____

Number Expected: _____

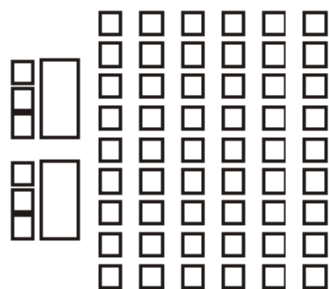
Large Meeting Room Setup

Room setup arrangements and equipment requests must be made at the time of application. Please circle the name of one of the following configurations:

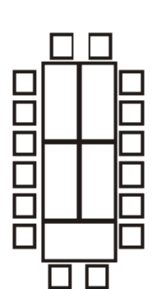
Classroom (can substitute lectern)
 (27 people)



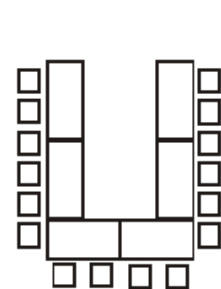
Auditorium (can substitute lectern)
 (50 people)



Closed Cube
 (16 people)



Open Cube
 (16 people)



Equipment Available for Public Use

Please check all equipment requested.

- 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 confirm that no fee is being charged for participation in the activity for which the room has been reserved.

I will be present at the meeting room at all times during the period for which the room has been reserved.

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: _____