

## **POLICY ON USE OF MEETING ROOMS**

The Elmhurst Public Library provides meeting rooms for community groups when such use will not interfere with the primary functions of the Library. As a limited public forum, Library meeting room use will not be denied to any person or organization because of race, creed or color. The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part: “Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.” Use of the meeting room does not constitute library endorsement of the viewpoints expressed by the participants in the programs.

First priority for use of the meeting rooms is given to Library-sponsored meetings or programs. The following groups also may use meeting rooms for cultural, civic, and informal educational purposes:

- Library-related groups
- Elmhurst governmental organizations
- Not-for-profit organizations/corporations (as defined by 805 ILCS 105) comprised mainly of Elmhurst residents
- Non-business related local clubs or organizations comprised mainly of Elmhurst residents (Application form may be required upon initial request to use meeting room.)

In addition, the following may use the meeting rooms for a fee (See Meeting Room regulations):

- Elmhurst businesses holding non-commercial meetings.

Meeting rooms may not be used for gatherings of a purely social nature. In each case, an adult Elmhurst Public Library cardholder must take responsibility for the group’s use of the room by signing a reservation and use agreement. All users are responsible for complying with the provisions of the Americans With Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

All meetings must be open to the public, and groups may not charge admission nor solicit or require donations for their meetings. No products or services may be solicited or sold except at Library-sponsored events.

Meetings shall not interfere with the public’s use of the Library in any way. Examples of such interference include, but are not limited to, excessive size, noise, activity outside the meeting room, or any other disturbance that violates the Public Conduct Policy. Library administrative staff is authorized to deny use of a meeting room at their sole discretion based on the anticipated availability of parking space at the requested time or other factors which may impair the public’s access to library services.

The Library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances. The Library may also cancel a group's reservation(s) if the meeting room policy is violated.

The Library Director is authorized to establish reasonable regulations governing use of the meeting rooms and related fees.

## MEETING ROOM REGULATIONS

### Reservations:

- Meeting rooms may be reserved only by a person with an Elmhurst Public Library card in good standing. This contact person is responsible for the room. He or she must be present at the library before staff will open the meeting room to the group, and he or she must be present throughout the scheduled meeting.
- Meeting rooms must be reserved at least one week in advance. The Library will take reservations for the small meeting room starting the first Monday in May for the period September 1 to August 31. The large meeting room, which may be divided into two spaces, may be reserved up to 90 days in advance. Subject to capacity and the availability of staff to assist, groups may reserve the Computer Lab no more than twice a year for training. Reservations may be made for the computer lab no more than 60 days and no less than one week in advance.
- Meeting Room Use Agreement forms must be submitted to the Office Manager through the mail, by fax or in person Monday through Friday from 9 a.m. to 5:30 p.m.
- Reservations are not final until confirmed in writing by Library staff.
- Reservations will be taken on a first come, first served basis.
- A group may meet a maximum of 12 times per year in library meeting rooms (September 1-August 31).
- An individual may make a maximum of 12 meeting room reservations per year (September 1 – August 31).
- The contact person should notify the Library of a cancellation as soon as possible but no less than 24 hours in advance. Repeated cancellations or unused reservations (2 or more within a 12-month period) will result in denial of meeting room use.

### Fees:

- Library-related groups, Elmhurst governmental organizations, non-profit groups (as defined by 805 ILCS 105) comprised mainly of Elmhurst residents and non-business related local clubs and organizations comprised mainly of Elmhurst residents may use the meeting rooms free of charge.
- Elmhurst businesses will be charged a fee of \$50 per hour or portion thereof (\$100 for first hour, which includes 30 minutes before and after the meeting for set-up and wrap-up) for meeting room use. Businesses may use the room only for non-commercial meetings.
- Any group may use the meeting room sound system and microphones free of charge if requested in advance and subject to availability. If the Library's audio-visual equipment is requested, Library staff must operate this equipment and a fee of \$25 per hour or portion thereof (\$50 for first hour, which includes 30 minutes before and after the meeting for set-up and wrap-up) will be charged.
- When applicable, all fees must be received within two weeks after a reservation is confirmed. For meetings which are scheduled less than two weeks in advance, payment must be made at the time of reservation.

## Meeting Room Regulations

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#### Hours:

Meetings may be scheduled during the following times:

- Monday – Friday: 9:30 a.m. – 9:00 p.m. (Computer Lab: Monday-Friday 9:30 a.m. – 8:30 p.m.) **(No meetings 2:30-5:30 p.m., Monday-Thursday)**
- Saturday: 9:30 a.m. – 4:30 p.m.
- Sunday: 1:30 p.m. – 4:30 p.m.

Groups may arrive at the meeting room up to 30 minutes before the meeting begins and must leave the room no later than 30 minutes after the meeting is scheduled to end. All meeting rooms must be vacated no later than 9:15 p.m. Monday through Friday and 5:00p.m. Saturday and Sunday. The computer lab must be vacated no later than 9 p.m. Monday – Friday and 5 p.m. Saturday and Sunday.

#### Clean-up:

- The room must be returned to its original condition at the end of the meeting. A fee commensurate with the work required, but not less than \$25, will be charged if the room is not left in its original condition or the pantry and serving utensils are not clean. The organization will be barred from further use of the room and the contact person's library card will be blocked until any such fees are paid.

#### Damage:

- No alterations may be made to the room, and nothing may be attached to the walls.
- No flames of any kind are permitted, including lit candles and Sterno cooking fuel.
- Costs for damage resulting from use of the meeting room that requires replacement or professional cleaning will be the responsibility of the contact person. The organization will be barred from further use of the room and the contact person's library card will be blocked until such damages are paid.

#### Publicity:

- All publicity must state that the Elmhurst Public Library is not a sponsor of the organization's program.

#### Regular Use by Groups:

- Groups may not use the Library's address or phone number as the organization's contact point.
- Groups may not store any items at the Library.

#### Food:

- Only non-alcoholic beverages and cold food such as light snacks or box lunches may be served in the meeting rooms. Catered meals, other than box lunches, and food preparation are not permitted. Hotplates, Sterno cooking fuel, and other products that are used to heat food are prohibited.

- All supplies must be provided by the organization.

#### Meeting Room Regulations

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- No food or drink is permitted in the Computer Lab
- Call 630-530-7840 to arrange catering of coffee and/or pastries by St. Roger Abbey Patisserie, located in the library lobby.

#### Pantry:

- Only one group at a time may reserve the pantry.
- Use of the pantry includes use of coffee pot, hot water pot and a limited number of serving trays and utensils.
- You must bring your own coffee grounds and filters.

#### Supervision:

- Adequate supervision by at least one adult per 10 children must be provided for groups of young people less than 18 years of age.

#### Staff Assistance:

- Meeting rooms and any equipment will be set up in advance as requested on the Meeting Room Use Agreement form.
- The Large Meeting Room may be divided in half. The room will stay divided throughout the entire meeting. Contact the Office Manager to request that the room be divided.
- Room setups and equipment will not be changed on the day of the meeting.

#### Penalties:

- Failure to comply with the above regulations will result in loss of meeting room privileges.
- In the case of a serious disturbance, the group will be asked to vacate the room immediately, and the police will be called.

10/08