

HILLSIDE PUBLIC LIBRARY

MEETING ROOM POLICY

REMEMBER:

- THE MEETING ROOM MAY BE RESERVED ONLY BY A PERSON WITH A HILLSIDE LIBRARY CARD IN GOOD STANDING, AN OFFICER OF A HILLSIDE BUSINESS, OR A MEMBER OF A HILLSIDE GOVERNMENTAL AGENCY.
- The large room is limited to 80 persons; the small room is limited to 35.
- All meetings must be open to the public.
- Meeting rooms must not be used for commercial, social, or fund raising purposes.
- Smoking is not permitted.
- The Library will not store materials for organizations using the rooms and the Library's address may not be used as a mailing address for any organization.
- Meeting rooms must be cleared 15 minutes before the Library closes.

MEETING ROOM POLICY

WHO MAY USE FACILITY?

“As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meeting be open to the public.” From the American Library Association LIBRARY BILL OF RIGHTS.

The Hillside Public Library is a public institution whose facilities are available to all on the same basis. The intent of this policy is to make the Library’s limited meeting room space available on as widespread and equitable a basis as possible for educational and informational community meetings and programs conducted on a non-profit basis.

The Hillside Public Library will also consider special requests for the use of meeting rooms by commercial entities who want to utilize the space for business meetings or training purposes and who will be assessed a fee of \$50.00 per meeting.

TYPES OF MEETINGS

Priority for the use of the meeting rooms will be given in the following order:

1. Hillside Public Library produced or sponsored meetings and programs, including meetings of the Library Board of Trustees.
2. Meetings of the Friends of the Hillside Public Library and other library-related groups.
3. Hillside community meetings and programs of an educational, cultural or civic nature.
4. Closed business meetings for commercial users. Subject to board approval.

Meeting rooms will not be available to any group or organization for the following types of functions:

1. Social gatherings.
2. Commercial or business ventures where the purpose is to promote or cause the sale of property or services for monetary gain.
3. Fund raising activities.
4. Programs sponsored by profit-making organizations. Use is limited to public service and non-profit purposes that have no explicit profit making references and/or statements.
5. Programs or activities which would materially and substantially interfere with proper functions of the Library, such as excessive noise, a significant safety

hazard to the facility or persons within the facility, or a significant security risk.

Exceptions shall be:

1. Programs or sales conducted by the non-profit Library Friends organization.
2. Meetings involving a small fee which are sponsored by the Library or an approved non-profit educational group or institution for short-term classes, institutes, discussion groups, and forums.
3. As a courtesy to neighboring libraries in an emergency.

The use of any meeting room by an outside organization does not constitute an endorsement of these groups or of their programs by the Library, its staff, or its Board of Trustees.

DAYS AND HOURS OF USE

Meeting rooms are available to groups on days and during the hours that the Library is open for general use. No meetings may be scheduled when the Library is closed, unless approved by the Library Board of Trustees.

RESERVATIONS AND RESPONSIBILITIES

Written application to reserve the use of a meeting room must be made on the official form provided at the Library circulation desk. The form must be filled out by a qualified officer or representative of the organization and returned to the Library as far in advance as possible. **THE MEETING ROOM MAY BE RESERVED ONLY BY A PERSON WITH A HILLSIDE LIBRARY CARD IN GOOD STANDING, AN OFFICER OF A HILLSIDE BUSINESS, OR A MEMBER OF A HILLSIDE GOVERNMENTAL AGENCY.** Reservations will be booked in order of their receipt. When a group finds it necessary to cancel a reservation, the Library is to be notified immediately.

Groups that plan a series of meetings shall make application and present a schedule of meeting dates and time. Recurring reservations will be accepted for only one year at a time.

An organization or group must designate one person as its legal representative for its activities in the Library. The person that signs the application form must be a Hillside Library Card holder in good standing, an officer of a Hillside business, or a member of a Hillside governmental agency. This person must be present at the entire meeting, since he or she is one of the responsible parties.

Groups composed of members under the age of 21 must have in attendance at their meeting(s) an adult sponsor who will sign both the application and the attendance forms.

GENERAL SAVING CLAUSE

The Library reserves the right to cancel any reservations due to unforeseen circumstances. The Library may also cancel a group's reservation if any of the outlined policies are violated.

FEES FOR PUBLIC MEETINGS

All meetings must terminate and the lower level must be cleared 15 minutes before the Library closes. A charge of \$25.00 will be made for any hour or fraction thereof beyond that time.

If the group does not keep the room clean and in order, it will be charged a custodial fee of \$25.00. Repeatedly leaving a room in disorder or littered will be a cause for cancellation of future reservations of meeting room(s) and/or cause for denial of use of the meeting room(s) in the future. Failure to promptly reimburse the Library for damages to the Library building, grounds, or equipment caused by activities in the meeting rooms shall be cause for cancellation of future reservations and/or denials of future use of the meeting room(s).

All fees (as well as any charges for reimbursement for damages of any nature) are payable to the Hillside Library by check, cash, or money order, and are to be given to the *Library Director*.

GENERAL RULES AND REGULATIONS

It is expected that every group meeting in the Hillside Public Library act in a responsible manner, and not violate any applicable laws, rules, and regulations in its use of the Library or in its activities conducted in the Library.

Groups using our facilities must comply with the Americans with Disabilities Act and must provide qualified interpreters or auxiliary aids upon request.

Light refreshments and soft drinks may be served when special permission, given by the Library Director, is secured in advance and facilities permit. Alcoholic beverages are prohibited.

No smoking will be allowed in the meeting rooms or anywhere in the building.

All non-commercial meetings shall be open to the public. This in no way obligates the group or organization to notify the public of the meeting or specify in any publicity that it is open to the public.

No hazardous materials are to be used in any manner whatsoever, and the fire code regulating maximum capabilities for each room shall be strictly adhered to at all meetings.

ROOM CAPABILITIES: SMALL ROOM: 35 LARGE ROOM: 80

Groups using the meeting rooms are responsible for setting up the room to their requirements and returning equipment and furniture to its proper place upon completion of activity. Meeting rooms must be left reasonably neat, with all trash in waste baskets provided.

The Library will not provide storage for the property of organizations which meet in the Library building.

PROPERTY DAMAGE

Any groups or organizations using the meeting rooms shall be held responsible for any damage to the Library building, grounds, or equipment due to negligence or willful conduct occurring in connection with use of the meeting rooms. Some groups or organizations may be required to furnish certificates evidencing satisfactory insurance coverage.

HOLD HARMLESS AGREEMENT

Any group or organization using the meeting rooms must defend, indemnify, and hold harmless the Hillside Public Library for any accidents which may occur on the premises.

PUBLICITY

The Hillside Public Library may not be used as the official mailing address or headquarters of any organization utilizing the facilities. Any mail received will be turned back as "addressee unknown."

EXCEPTION: The Friends of the Hillside Public Library is the only group that may use the Library as its official address.

Publicity announcing meetings in the rooms should in no way imply Library sponsorship. Only activities sponsored or cosponsored by the Library will be advertised by the Library.

POLICY REVIEW

The Board of Trustees of the Hillside Public Library will review the Meeting Room Policy and regulations periodically and reserves the right to amend them at any time.

Approved April 15, 1987
 Hillside Public Library
 Board of Trustees
 Revised: 9/14/88
 11/13/91
 6/14/95
 2/20/08
 9/15/10