

## **MEETING ROOM POLICIES**

The Hillside Public Library provides meeting rooms as a limited forum to primarily meet the operational needs of the Library and to support the educational, informational, cultural, and civic functions of the community.

The Library will comply with all state and federal laws prohibiting discrimination in making its meeting room available and will not deny usage based on the viewpoints expressed by users.

Permission to use the meeting rooms does not constitute sponsorship or endorsement of the users' policies or beliefs. The Board of Library Trustees will review the meeting room policy and regulations periodically and reserve the right to amend them at any time.

Activities at a meeting room should not materially or substantially interfere with the proper functions of the Library. Applicant and his/her organization are responsible for conducting orderly programs and for ensuring the attendees will not interfere with regular Library services or endanger Library employees, patrons, or property. Failure to comply will result in termination of the meeting and rejection of future applications for use of the meeting room.

The Library reserves the right to revise any scheduled arrangements and to preempt established reservations on reasonable notice. The Library may also deny access to the meeting room to groups that have failed to follow the rules and regulations for the room's use. The Library may waive portions of this policy to accommodate Library sponsored meetings and programs.

### **Priority for reserving the meeting rooms is given in the following order:**

- Library-sponsored activities and programs.
- Official government agencies and Boards of governments serving the Hillside Public Library community.
- Hillside non-profit community organizations engaged in intellectual, charitable, civic, cultural, and/or educational activities that wish to hold meetings or programs where no admission fee is charged. The Library reserves the right to request a copy of an organization's 501(c)(3) non-profit status or state non-profit certification and/or a certificate of insurance.
- Hillside businesses for non-commercial use.

## Application for Use

- To use a meeting room, a representative of the group must take responsibility for the group's use of the room by signing Meeting **Room Use Application** for each meeting room use. This person must be a Hillside Public Library cardholder in good standing, age eighteen years or older. *Official government agencies are exempt from the cardholder requirement.*
- The representative who submitted the Reservation and User Agreement 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. It is the responsibility of the person submitting the application to ensure compliance with the code restrictions relating to meeting room occupancy limits and with fire and safety regulations. The person submitting the form shall be responsible for the willful or accidental damage of the library building, grounds, or equipment and shall be responsible for the prompt reimbursement to the library for any damage to the library building, grounds, or equipment.
- The person submitting the application and any group or persons using the meeting rooms must indemnify and hold harmless the Hillside Public Library, its Board of Trustees, all library staff, and the Hillside Public Library for any and all accidents which may occur on library premises while they are here.
- An application must be made on an approved form and by a qualified officer or representative of the group, eighteen years or older.
- Applicants must provide a contact name and phone number that the library can give out to the public for referrals.
- Meeting rooms must be reserved at least ten (5) business days in advance. Meeting rooms may be reserved no more than three months in advance.
- The Library Director or her/his designee will have complete administrative responsibility for the approval of applications and scheduling programs.
- Authorization to use the meeting room is not transferable to another organization.
- The use of the meeting room shall be scheduled in order by priority and then by date on the application.
- The library reserves the right to request any group change its approved schedule to another date. Notice will be given to the person signing the application.
- Library staff will not be available to make room arrangement changes or to provide support services such as carrying equipment or materials into or around the library, operating audio-visual equipment, making photocopies, or handling attendee registration for a scheduled meeting.
- A group may make a maximum of twelve (12) meeting room reservations per year.
- Any group wishing to meet upon a repeating basis must make separate arrangements before each need. The library will not accept multiple reservations at any time from any group unless the group is library sponsored.
- Groups 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 12 months) will result in denial of meeting room use.

- In the event of an emergency closing of the library, all reservations are automatically canceled and any fees will be refunded. Library staff will attempt to inform the contact person of the closing. Applicants may also call 708-449-7510 to hear a recorded message announcing an unexpected closing.
- Users who have been denied permission to use the meeting rooms may appeal such denial to the Board of Trustees at the Board's next regularly scheduled meeting. Written notice of that appeal and all written documentation supporting that appeal must be delivered to the library at least five (5) business days before the Board meeting.

### **Prohibited Uses and Activities**

The meeting rooms will not be available to any groups for the following:

- Commercial ventures for which admission is charged, or at which a collection is taken, sales made, or funds raised.
- Private and social functions are designed for entertainment through companionship with friends and associates.
- Employee recruitment.
- Instructors conducting classes of any size for profit, and groups promoting future courses or services entailing fees.
- Any activity which would materially and substantially interfere with the proper functions of the library, such as excessive noise, a safety hazard, or security risk is not allowed.
- Benefits for private individuals are not allowed.
- Storage space for equipment or supplies for groups using the meeting rooms is not available.
- Smoking is not permitted.
- No flames of any kind are permitted, including lit candles, and Sterno cooking fuel.
- Gambling is not allowed.
- Alcoholic beverages are not permitted.
- Nothing can be attached/applied to the walls as any substantial changes to the library are not permitted.
- In case of serious disturbance, the police will be called. Library staff cannot be called to handle disturbances in meeting rooms used by outside groups.
- Wedding receptions, showers, birthday parties, or other social events
- Religious services or proselytizing
- Meetings by a political candidate or organization for a candidate

### **Meeting Room Fees**

- Non-profit groups, government entities, and Hillside community groups may use the meeting room free of charge. Non-profit groups may be asked to show proof of 501(c) status.
- The Library Director must be notified if a meeting is canceled.

- All groups will be charged \$25 per hour for the use of any audiovisual equipment, subject to availability.
- Checks or money orders should be made payable to Hillside Public Library.

## Hours

Meetings may be scheduled during the following times:

- ❖ Monday – Thursday: 9:30 a.m. – 7:30 p.m.
- ❖ Friday & Saturday: 9:30 a.m. – 4:30 p.m.
- ❖ Sunday: 1:30 p.m. – 3:30 p.m. Meeting Room is not available during summer

Groups may arrive at the meeting room 15 minutes before the meeting begins. All meeting rooms must be vacated no later than 7:45 p.m. Monday through Thursday, and 4:45 p.m. Friday and Saturday. And at 4:45 p.m. Sunday when the library is open.

## General Rules for Use of Meeting Rooms

- The use of the meeting rooms may not interfere with the normal operations of the library.
- The library is not responsible for equipment, supplies, materials, or personal possessions owned by those sponsoring or attending a meeting or activity.
- If children are present, they must be under adequate and proper adult supervision at all times. One (1) adult must be present for each ten (10) children in attendance.
- Groups may not use the Library's address or phone number as the organization's contact point.
- The library will not provide storage space for equipment or supplies for groups using the meeting rooms.

## Room Set-Up

- Equipment available includes tables and chairs, video projector, and Internet access. Equipment must be requested on the application and will be supplied subject to equipment and staff availability.
- Library staff will not be available to make room arrangement changes or to provide support services such as carrying equipment or materials into or around the library, making photocopies, or handling attendee registration for a scheduled meeting.

## Food

- Only non-alcoholic beverages and cold foods, such as light snacks or box lunches may be served in the meeting rooms.
- The following food items are not permitted in the meeting rooms:
  - red and/or blue drinks
  - red, blue, black, and/or another dark-colored frosting
- Food preparation is 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.
- All paper products, coffee pots, etc. must be provided by the user.

### **Clean-Up**

- The meeting rooms must be returned to their 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 kitchen 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.
- No alterations may be made to the room, and nothing attached to the walls.
- Costs for damage resulting from the use of the meeting room that requires replacement or professional cleaning will be the responsibility of the organization using the room. The organization will be barred from further use of the meeting rooms and the contact person's library card will be blocked until such damages are paid.
- Housekeeping supplies are not provided.

### **Publicity**

- Individuals and organizations reserving use of the meeting rooms are responsible for their publicity.
- All publicity must state that the Hillside Public Public Library is not a sponsor of this organization and its program.
- All promotional materials posted or distributed at the library must be submitted to the Library Director for approval and posting.
- The location of the library should be publicized, but the library's telephone number may not be used for any purpose.
- The library is not to be included as a source of further information.
- The library will not handle attendee registrations or take messages for program participants.

### **Non-Compliance**

- Failure to comply with the above regulations will result in loss of meeting room privileges.

These regulations are not all-inclusive: approval of individual meeting situations not described here will be determined by the Library Director. Waiver of any prohibitions in these procedures must be requested by written application directed to the Library Director.

*Procedures and/or rules and regulations are developed in conjunction with a policy and are subject to change on an as needed basis.*

## **APPROVED**

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

9/15/2021