

## USE OF LIBRARY FACILITIES

IC 1

### MEETING ROOMS

#### POLICY:

In keeping with the American Library Association's Library Bill of Rights, meeting space at the Park Ridge Public Library is available to non-profit organizations engaged in educational, cultural, intellectual or charitable activities serving the Park Ridge community on a reservation basis.

All meetings must be open to the public.

There may be some charges for the use of the meeting room, as indicated below.

In allowing use of Library meeting rooms, neither the Library nor its Board of Trustees endorse any position expressed by any group using the rooms. Any situation not specifically covered by this Policy will be resolved by the Library Director or designee.

### RESERVATIONS

Reservations can be made by calling the Business Office between 9:00 a.m. and 5:00 p.m., Monday through Friday. Once a date and time is selected, applicants must complete a meeting room use application. Application forms and policies are available from the Business Office or online at [www.parkridgelibrary.org](http://www.parkridgelibrary.org) under "Services, Use of Our Facility, Meeting Rooms". Applications should be returned to the Business Office no later than two weeks after the form is received. If the form is not returned within two weeks, the room will be released for another reservation. Completed applications are reviewed by the Library Director and returned to the applicant, with the Meeting Room Application Approval and Attendance Recording Form, indicating the status.

In order for the Library to obtain valid statistics of the use of our facilities, the Attendance Recording Form should be completed by the person responsible for reserving the room and returned to the Library not later than 1 week after the organization has used the meeting room.

Failure to give the Library notice of meeting cancellation may prevent future scheduling of rooms by that group.

### ROOM CAPACITIES

Attendance at a meeting may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the room.

Attendance Capacity:

- Large meeting room (1st floor) = 90 seated. If setup consists of a combination of tables and chairs, the limit is determined by the setup requested (see charts below)
- Small meeting room (3rd floor) = 20.

### ACCESSIBILITY

Meeting rooms are accessible to the disabled. All meetings must comply with current the Americans with Disabilities Act (ADA) and the applicant/organization is responsible for providing qualified interpreters or auxiliary aids to meeting attendees upon request.

PRIORITIES FOR USE

Priorities for use of the meeting rooms are:

1. Library-sponsored meetings or programs
2. Library-related meetings or programs
3. Meetings sponsored by agencies of the City of Park Ridge
4. Educational, cultural, intellectual or charitable meetings or programs of non-profit organizations serving Park Ridge

HOURS

Meetings may be held in Library meeting rooms between the following hours on days the Library is open.

Monday - Thursday	9:30 a.m. - 9:00 p.m.
Friday	9:30 a.m. - 6:00 p.m.
Saturday	9:30 a.m. - 5:00 p.m.
Sunday	12:30 p.m. - 5:00 p.m.

If additional time is needed, it should be requested at the time of application for the use of the rooms.

A rate of \$20 per hour will be charged for extension of time beyond closing. Since it will be necessary for the Library to make staffing provisions to accommodate these requests, arrangements must be made and all fees paid in advance. These requirements will not be waived. A Library employee must be in the Library at all times the meeting rooms are in use.

EQUIPMENT AVAILABLE

The following equipment will be provided by the Library upon request:

Available in first floor meeting room:

card tables (limit 8)	projection cart
chairs limit 90 depending on setup	projection screen, ceiling mounted
DVD player /CD player/VCR ***	projection system (PC only, not Mac; user must provide laptop) ***
easel	slide projector
grand piano (See I C 10.)	8' tables (limit 9)
lectern/podium	television
microphone	white board/ flip chart
overhead projector (transparencies)	wireless connection (user will provide own laptop with wireless capability)

Available in third floor meeting room:

Chairs and board table	slide projector
DVD player /CD player/VCR	television
easel	overhead projector (transparencies)
LCD Projector (PC only, not Mac, user must provide laptop)***	white board/ flip chart
projection screen	wireless connection (user will provide own laptop with wireless capability)

Because some electronic equipment requires Library staff setup and monitoring, use of this equipment (designated with \*\*\*) will require a \$20 charge per reservation, payable in advance.

The Library does not provide porter services for groups meeting in the building nor storage space for their property.

### POLITICAL MEETINGS

The Library's meeting rooms may be used for political activities in conformance with City Ordinances related to an election, until one hundred days prior to the election, except for municipal or township election activities. Municipal or township election activities may be held until the petition filing deadline, which is seventy-one days before the election. After these deadlines, the meeting rooms may only be used for candidate forums when the following conditions are met:

1. All candidates are invited to attend.
2. The forum is sponsored by a non-partisan group.
3. Candidates for a particular office must agree in writing to attend the forum or indicate in writing that they do not oppose the forum being held even though they are unable to attend.

### RULES:

1. Only one meeting is allowed per quarter. Meeting room requests cannot be submitted more than three months in advance.
2. No admission fee may be charged, or donations collected, for programs presented in the Library.
3. The Library is not responsible for equipment, supplies, materials or any personal possessions owned by those sponsoring or attending meetings held at the Library.
4. THE USE OF THE MEETING ROOMS MAY NOT INTERFERE WITH NORMAL OPERATION OF THE LIBRARY.
5. The Library reserves the right to change a scheduled meeting date which conflicts with Library sponsored programs. The Library will contact the appropriate officer of the organization as early as possible to arrange rescheduling. The Library accepts no responsibility for any meeting-related expenses.
6. Publicity is the responsibility of groups booking meeting rooms. Groups must provide and produce their own publicity. The Library will post any suitable publicity on the 2nd floor community bulletin board only as determined by Library Administrator. Groups must be identified on all publicity as sponsoring the meeting. Publicity may not imply that the Park Ridge Public Library is in any manner connected with the meeting except for providing meeting space.

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Wording must appear on all publicity for meetings in the meeting rooms follows: "Except for providing meeting space, the Park Ridge Public Library is not in any manner connected with this meeting, and neither the Library nor the Board of Trustees endorses any position expressed by the group."

7. With the exception of the Friends of the Library, organizations meeting in the Library may not use the Library's mailing address or telephone number to conduct their business. Keys to the building are not available to user groups.
8. Non-alcoholic beverages and prepared food may be served in the 1<sup>st</sup> floor meeting room subject to the approval of the Library Director. Major food preparation is not permitted except at designated Library events. There is a \$20.00 fee, payable in advance, for the privilege of serving food.

Beverages or foods which may stain the carpeting, such as red punch, should not be served. Food is not permitted outside the meeting rooms.

There is a small kitchen with a sink and counter adjacent to the first floor meeting room which may be used as a work area and for cleanup. The group must provide all necessary supplies, coffee pots, serving pieces, utensils, cleaning supplies etc. (Library supplies may not be used for the event.) The group is responsible for leaving the room in the condition in which it was found. Charges will be assessed for damages or extra cleanup required.

Individual, covered beverages may be brought to the 3<sup>rd</sup> floor meeting room; however no food or beverages may be served.

9. The Library is a smoke-free environment conforming to the Smoke Free Illinois Act. Smoking is not permitted in the Library or within fifteen feet of the entrances.
10. Participating groups are responsible for the cost of repairing or replacing any item that is damaged during its assigned time through careless or malicious usage. The cost of damage will be determined by the Library Director.
11. Groups of persons under eighteen years of age must be accompanied by a responsible adult.
12. For the safety of our patrons only staff are allowed to rearrange or set up equipment and furnishings

Failure to comply with the above Library Meeting Room policy may prohibit future use of the rooms

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