

MEETING ROOMS**POLICY:**

In keeping with the American Library Association's Library Bill of Rights, meeting space at the Park Ridge Public Library (PRPL) is available to non-profit organizations engaged in educational, cultural, intellectual or charitable activities and businesses serving the Park Ridge community. Businesses located in Park Ridge may reserve meeting room space for non-commercial purposes.

There is a fee for the use of the meeting rooms and equipment.

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.

RULES:

1. Applicants by separate agreement shall indemnify, hold harmless and defend the Board of Library Trustees of the City of Park Ridge, the members of the City Council of the City of Park Ridge, and their respective officers, agents and employees from and against any and all claims, demands, causes of action and liabilities, including all costs and reasonable attorneys' fees arising from and related to the applicant's use of the Park Ridge Public Library's meeting rooms and other facilities.
2. Park Ridge Public Library meeting rooms are available to organizations and businesses according to the regulations of this policy when not otherwise used by either the PRPL or affiliated organizations, such as the Friends of the Library. See "Priorities for Use" below.
3. THE USE OF THE MEETING ROOMS SHALL NOT INTERFERE WITH NORMAL OPERATION OF THE LIBRARY, SUCH AS CAUSING EXCESSIVE NOISE, A SIGNIFICANT SAFETY HAZARD OR SECURITY RISK.
4. All meetings must be free of charge. No admission fee shall be charged, or donations collected, for programs presented in the Library.
5. Organizations may, at their discretion, request that meetings be closed to the general public. However, all meetings will be open to the Library Director and staff. This does not obligate the group or organization to notify the public of the meeting or to specify in any publicity that it is open to the public.
6. Programs involving the sale, advertising, or promotion of commercial products or services are prohibited. Workshops or seminars on financial, estate, or retirement planning and related topics are considered commercial ventures and therefore, sponsoring groups or individuals will not be permitted to use the meeting rooms.
7. The use of rooms for hosting private parties, receptions, or meetings of a strictly social nature is prohibited.
8. The person making the reservation shall be responsible for any damage. The cost of damage will be determined by the Library Director. No group or individual may reassign the use of the room to another group or individual. The representative must sign the application and be present for the entire meeting.

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9. The Library is not responsible for equipment, supplies, materials or any personal possessions owned by those sponsoring or attending meetings held at the Library. The Library does not provide porter services for groups meeting in the building or storage space for their property.
10. The Library reserves the right to change a scheduled meeting date which conflicts with Library sponsored programs. The Library will contact the appropriate individual as early as possible to arrange rescheduling. The Library accepts no responsibility for any meeting-related expenses.
11. Publicity is the responsibility of groups booking meeting rooms. Groups must provide and produce their own publicity. Groups must be identified on all publicity as sponsoring the meeting.
12. Wording must appear on all publicity for meetings in the meeting rooms as follows: "This is not a Library-sponsored event. 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."
13. With the exception of the Friends of the Library, organizations meeting in the Library shall not use the Library's mailing address or telephone number to conduct their business. Keys to the building are not available to user groups.
14. Light refreshments (beverages, cookies, cake or snacks) may be served in the First Floor Meeting Room subject to the approval of the Library Director. Major food preparation is not permitted. There is a \$20.00 fee, payable in advance, for the privilege of serving food. Organizations/patrons are asked to avoid serving items that are likely to stain furniture or carpeting.
15. Individual, covered beverages may be brought to the Third Floor Meeting Room; however, no food or beverages may be served.
16. 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.
17. Groups of persons under eighteen years of age must be accompanied by a responsible adult.
18. For the safety of our patrons only staff members are allowed to rearrange or set up equipment and furnishings. Additional equipment may not be brought into the Library without permission from the Library Director. Such items include but are not limited to additional lighting, risers, and sound systems.
19. The PRPL Unattended Children Policy applies to people who use the meeting rooms. A group must make provisions for childcare elsewhere if the children will not be part of the program and are under age 10. Children under age 10 attending the program must remain in the meeting room unless accompanied by a responsible adult.
20. The use of Library meeting rooms is a privilege and not a right and is subject to the sole and exclusive discretion of the Library. Accordingly, the Library reserves the right to deny the use of any meeting room to any organization that violates this policy.

Any group or person reserving a room who needs to cancel a reservation must do so with at least 48 hours notice to the Library Director or his/her designee. Failure to give the Library notice of meeting cancellation may prevent future scheduling of rooms by that group. REFUNDS WILL NOT BE GIVEN FOR CANCELLED RESERVATIONS.

PRIORITIES FOR USE

Priorities for use of the meeting rooms are:

1. Library-sponsored meetings or programs
2. Library-related meetings or programs (such as by the Friends of the Park Ridge Library)
3. Meetings sponsored by agencies of the City of Park Ridge, including Boards and Commissions
4. Educational, cultural, intellectual, charitable or non-profit organizations conducting meetings or programs and businesses conducting meetings or programs for non-commercial purposes and who comply with rule #6 above.

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 an application form. Information is available from the Business Office or online at www.parkridgelibrary.org under "Contact Us".

1. Only one meeting is allowed in a 3 month period (rolling calendar).
 - Meeting room requests cannot be submitted more than 90 days in advance
2. Applications must be made by individuals 18 years of age or older.
3. Meeting room reservations made less than 14 days in advance of the event must be made in person in the Business Office during regularly scheduled hours. All fees must be paid at the time of such bookings.

APPLICATIONS AND THE REQUIRED FEES MUST BE RETURNED TO THE BUSINESS OFFICE NO LATER THAN THE DATE INDICATED ON THE CONFIRMATION COVER SHEET. IF THE FORM AND FEES ARE NOT RETURNED BY THE DATE INDICATED ON THE CONFIRMATION COVER SHEET, THE ROOM WILL BE RELEASED FOR ANOTHER RESERVATION, WITHOUT FURTHER NOTICE.

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 one week after the event.

FACILITIES AVAILABLE

All rooms have WiFi availability.

Room Capacity

Large Meeting Room (First Floor) = 90 seated. If setup consists of a combination of tables and chairs, the limit is determined by the setup requested.

Small Meeting Room (Third Floor) = 20.

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

Accessibility

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

Available Hours

Meeting rooms are available during 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.

FEE SCHEDULE

Meeting Room Fees

First Floor Meeting Room – \$50 for first 3 hours of use. \$20 per hour for each additional hour or portion thereof.

Third Floor Meeting Room – \$35 for first 3 hours of use. \$10 per hour for each additional hour or portion thereof.

Meetings must begin and end in accordance with regular Library hours. Participants must vacate the building when the Library closes. Should a group incur any extension of time beyond the closing hour, there will be a charge of \$25 per quarter hour or any portion thereof.

Equipment Use Fees

Piano and benches – \$25

Audio-Visual equipment – Because some electronic equipment requires Library staff setup and monitoring, use of this equipment will require a \$20 charge per reservation, payable in advance. See schedule of available equipment.

Other Fees

Fee for serving food in the first floor meeting room – \$20

POLITICAL MEETINGS

The Library's meeting rooms may be used for political activities related to an election, in conformance with City Ordinances, 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.

FAILURE TO COMPLY WITH ANY OF THE PROVISIONS OF THE MEETING ROOM POLICY MAY PROHIBIT FUTURE USE OF THE ROOMS.

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