

C15. MEETING ROOMS

POLICY:

The Park Ridge Public Library has two meeting rooms available to support the Library's mission, vision and strategic plan. When not in use for Library activities, these rooms may be made available for use by the public.

In keeping with the American Library Association's Library Bill of Rights, the Park Ridge Public Library makes "meeting rooms available on an equitable bases, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Meeting room space may be made available "to organizations engaged in educational, cultural, intellectual, charitable, advocacy, civic, religious, or political activities." In allowing use of Library meeting rooms, neither the Library nor its Board of Trustees endorse the position expressed by any group using the Library's meeting rooms.

RULES:

1. Priorities for use of the meeting rooms are as follows:
 - a. Library-sponsored meetings or programs
 - b. Library-related meetings or programs, such as by the Friends of the Park Ridge Library or Library professional development or networking events.
 - c. Meetings sponsored by agencies of the City of Park Ridge, including Boards and Commissions.
 - d. Not for profit organizations conducting meetings or programs.
 - e. Businesses conducting meetings or hosting programs where no fees are charged and no goods or services are sold.
2. 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.
3. All meetings not sponsored by the Library must be free of charge. No admission fee shall be charged, or donations collected, for programs presented in the Library.
4. Organizations may 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.
5. Programs involving the sale, advertising, or promotion of commercial products or services are prohibited. Workshops or seminars on financial, higher education, 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.

6. The use of rooms for hosting private events of a strictly social nature is prohibited.
7. The person making the reservation shall be responsible for any damage. The cost of damage will be determined by the Library Director.
8. No group or individual may reassign the use of the room to another group or individual. The representative must be present for the entire meeting.
9. The use of the meeting rooms shall not interfere with the normal operations of the Library, such as causing excessive noise, a significant safety hazard, or security risk.
10. 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.
11. 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.
12. 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. 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.
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 or their designee. 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'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:

- a. All candidates are invited to attend.
 - b. The forum is sponsored by a non-partisan group.
 - c. 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.
17. Groups of persons under eighteen years of age must be accompanied by a responsible adult.
18. For the safety of our patrons, only Library 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 or their designee. Such items include but are not limited to additional lighting, risers, and sound systems.
19. The *Children in the Library Policy* (C11) 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 9. Children under age 9 attending the program must remain in the meeting room unless accompanied by a responsible adult elsewhere in the Library.
20. 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 their designee. Failure to give the Library notice of meeting cancellation may prevent future scheduling of rooms by that group. Refunds will not be issued to any groups or persons who cancel without giving 48 hours' notice.
21. The Library reserves the right to deny the use of any meeting room to any organization that violates this policy.
22. Reservations
- Reservations can be made by calling the Business Office at 847-720-3207 between 9:00 a.m. and 4:30 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 "the "Services" tab.
- a. Not for profits groups may use a meeting room once a month. For-profit groups may use the meeting room once in 3 month period (rolling calendar).
 - b. Meeting room requests cannot be submitted more than 90 days in advance
 - c. Applicants must be 18 years of age or older.
 - d. 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.

- e. Fees that are not paid by the date specified on the reservation invoice may result in the release of said reservation.
- f. Completed applications are reviewed by the Library Director or their designee, and applicants will be notified accordingly.
- g. The representative and other group members may not enter the meeting room before the agreed upon start-time. If additional time is required for setup, please request a start-time 15-30 minutes prior to the event.

23. Meeting Rooms

- a. First Floor Meeting Room (large) = 84 seated, maximum. If setup consists of a combination of tables and chairs, the limit is determined by the setup requested.
- b. Third Floor Meeting Room (small) = 20.
- c. Attendance at meetings may not exceed the maximum number of people certified by the Fire Department as the occupancy limit for the room.
- d. All rooms have Wi Fi capability
- e. 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.
- f. Meeting rooms are available during the following hours on days the Library is open.

Monday - Thursday	9:30 a.m. – 8:30 p.m.
Friday	9:30 a.m. – 5:30 p.m.
Saturday	9:30 a.m. – 4:30 p.m.
Sunday	12:30 p.m. – 4:30 p.m.
- g. The Library has set the following fee schedule for meeting room and equipment use
 - i. First Floor Meeting Room: \$50 for first 3 hours of use. \$20 per hour for each additional hour or portion thereof.
 - ii. Third Floor Meeting Room:
 - a. No charge to nonprofit groups for a maximum of 3 hours. \$10 per hour for each additional hour or portion thereof. The Library reserves the right to require proof of nonprofit status prior to room booking.
 - b. \$35 for first 3 hours of use by for-profit groups. \$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.

- iii. Piano and benches: \$25

- a. To encourage musical programs, the Park Ridge Public Library provides a piano for use in the First Floor, Meeting Room.
- b. The Library will tune and maintain the piano on a regular basis. Patrons wishing additional tuning of the piano must request this service at least two weeks prior to the scheduled program. Piano tuning will be performed by a Library approved vendor based on the vendor's availability, at the patron's expense. This bill must be paid prior to the program.
- c. Patrons are liable for damage caused through careless or malicious use of the piano. The cost of the damage will be determined by the Library Director.

iv. Fee for serving food in the First Floor Meeting Room: \$20

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