

## **Meeting Room Policy**

The Indian Trails Public Library District provides public meeting rooms to support the library's mission to educate, inform, enrich and entertain the community. Meeting rooms are made available for the operational needs of the library and to provide accommodations for educational, informational, cultural and civic functions with the district.

For purposes of this policy, meeting rooms shall refer to the library's Large Meeting Room, Small Meeting Room and Silent Study Room.

### **Availability and Use**

Priority for any meeting room is assigned as follows:

1. Library-sponsored programs and activities, including functions of the Foundation of the Indian Trails Public Library District and its committees;
2. Educational, informational, cultural and civic programs sponsored or co-sponsored by the library and related to its mission, collections and services;
3. Meetings of municipalities, agencies or departments of local government located within the district boundaries;
4. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a not-for-profit 501 (c)(3);
5. Businesses within the district boundaries in need of space to conduct a meeting;
6. Rental fees are not charged for the following organizations: governmental agencies, park districts, schools, libraries, IMRF, or library-sponsored or sanctioned programs.

### **Limitations**

The library's meeting rooms may not be used for:

1. The sale or promotion of commercial products or services, except in conjunction with a library-sponsored event or program. This includes informational or educational offerings held for the ultimate purpose of soliciting sales or commercial products or services;
  2. Social or religious meetings or private parties, including, but not limited to birthday and graduation parties, showers, religious services;
  3. Meetings featuring music, crafts or other activities which, by their nature, may be disruptive to the library routine unless approved by the library in advance of the rental;
  4. Partisan political meetings or rallies;
  5. Groups who have no members residing within the Indian Trails Public Library District boundaries;
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6. Fundraising activities, except for those that result in a direct benefit to the library and have received prior approval of the library director.

**Eligibility**

1. Applicant must be 18 years of age or older, reside in the Indian Trails Public Library District and have a current valid library card in good standing.
2. Applications must be made through the Meeting Room Coordinator.
3. Applications must be completed, returned and include a deposit before meeting space can be confirmed. Reservations made over the phone must have all completed forms and deposit to the library no later than five (5) business days following the reservation.

**Indemnification**

For and in consideration of the use of the meeting rooms and library facilities, any person or group using them agrees to indemnify and hold harmless the Indian Trails Public Library District from any and all actions or suits relating to its use of such rooms and facilities.

**General Regulations**

Failure to abide by these rules may result in cancellation or refusal of future reservations. These regulations apply to all library spaces used for the purpose of bringing a group together.

1. Light refreshments may be served, provided the items are "dry," such as cookies or crackers. Beverages must be in individual containers with a lid. Cooking is prohibited.
  2. Smoking and consumption of alcohol are prohibited.
  3. Any material that is deemed hazardous or dangerous is prohibited.
  4. Children eight (8) years of age and under must be supervised by a responsible caregiver at all times.
  5. The library is not responsible for items left unattended or forgotten.
  6. No group may transfer a room reservation to another group.
  7. Admission may not be charged by any group.
  8. Room and equipment fees are payable at time of application.
  9. The library does not provide assistance in transporting supplies to the rooms or help with set-up beyond the initial set-up, which is done by library personnel. Library staff are not available to help with meetings, take attendance or assist with registration.
  10. The library retains the right to monitor all meetings conducted on the premises to ensure compliance with library regulations and policies. The
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Board of Trustees of the Indian Trails Public Library District or the library director shall reserve the option to pre-empt or cancel any meeting or refuse meeting room rental.

11. All meetings must be open to the public.
12. Behavior that disturbs others is not permitted. The library has the right to cancel or interrupt the use of the room at any time.
13. The sponsoring group is responsible for ensuring that its meeting complies with requirements of the Americans with Disabilities Act.
14. The Indian Trails Public Library District reserves the right to cancel a meeting room rental if a conflict arises with a library-sponsored program or there is an unforeseen event, such as a power outage or inclement weather. Staff will assist the individual in finding an alternate date or will refund the rental charges.
15. Non-partisan political meetings for the purpose of addressing resident questions may be held, but must be approved by the communications manager or library director.
16. The person/organization renting the room is responsible for any damage to the room during the rental period. Failure to reimburse the library for damages will result in the suspension of library and/or rental privileges.
17. Organizations renting a room may not use the library as a mailing address or list the library's name, address, phone number or web address as its headquarters.
18. Organizations that rent meeting rooms may not ask for personal information from program attendees.
19. Announcements or advertisements for meetings are the responsibility of the organization renting the room and may not be posted in the library without approval by the Communications Department. Directional signs and/or notices for day-of events must be approved by staff prior to posting.
20. Materials promoting the meeting must contain a prominent disclaimer statement: "This program is offered by [SPONSORING ORGANIZATION] and is not affiliated with the Indian Trails Public Library District."
21. Cancellation notice must be received 24 hours prior to the event to receive a refund.
22. Room setup arrangements are required one week prior to the event.
23. All meetings must end fifteen (15) minutes prior to the closing of the library. Failure to do this may result in the suspension of rental privileges.
24. Rentals are not allowed before or after regular library hours.
25. Organizations may not rent space more than two (2) times per month.

26. Meeting rooms may be booked during the following periods.

<b>Rental Period</b>	<b>Reservations Open</b>
January and February	October 15
March and April	December 15
May and June	February 15
July and August	April 15
September and October	June 15
November and December	August 15

**Small Meeting Room**

1. The Small Meeting Room is available to anyone, ages 18 and older, on a drop-in basis when no rentals or programs are scheduled.
2. All drop-in renters must present a valid Indian Trails Library card and/or photo ID, which must be left with library staff at a service desk while using the room.

**Study Room**

1. The Study Room is available for use by anyone when not used for library programs or services.
2. The use of cell phones is prohibited in the Study Room.
3. Group study is allowed in the Study Room.
4. The Study Room may not be reserved or held.

**Large Meeting Room**

1. The Large Meeting Room is only available for rental through the library's meeting room coordinator. Drop-in use is not permitted.

**Meeting Room Rental Fees (For SMR and LMR)**

Fees are for a maximum of three (3) hours of use. An additional fee of \$25 will be charged for every 30 minutes of additional use.

**Small Meeting Room (SMR)**

Occupancy limit: 35

Fee: \$10.00

**Large Meeting Room (LMR)**

Occupancy limit: 100

Fee: \$30.00

**Security Deposit**

A \$25.00 refundable security deposit will be assessed at the time of the reservation. The room will be checked before and after each use. This deposit will be refunded if there is no damage and room is left in clean condition. The person responsible for the applicant organization MUST check in with a staff member upon arrival and before leaving the premises, to ensure the condition of the room and to accept return of the cleaning deposit check (if applicable).

**Equipment Fees**

The following equipment is available and may be used for the appropriate fee.

LCD projector	\$10.00
DVD/Blu-ray player	\$10.00
Microphones (LMR only)	\$10.00
Podium (LMR only)	No charge
Piano (LMR only)	\$100 Piano tuned every two months
Screen (LMR only)	No charge
Easel (no paper or markers supplied)	No charge
Hook-up for MP3 and audio	No charge
Wi-Fi Internet access	No charge