

## **FLOSSMOOR PUBLIC LIBRARY MEETING ROOM POLICY**

The Helen Wilson meeting room and the Conference room of the Flossmoor Public Library are available to community groups and organizations who reside in Flossmoor. The Helen Wilson meeting room and Conference room are not available for use by for-profit organizations. A for-profit organization is one whose primary purpose is the sale of property or services for monetary gain. Use of the meeting room does not constitute sponsorship or endorsement by the Flossmoor Public Library or Board of the user or of the user's beliefs. The Library will not discriminate in making its premises available for use on the basis of race, national origin, religion, sex, sexual orientation, age, political affiliation or physical limitation. Use of the meeting room must follow conditions established by the Board of Trustees. The following conditions and regulations apply:

### **A. PRIORITIES**

Priority for the use of the Helen Wilson meeting room or Conference room will be given in the following order:

1. Flossmoor Public Library and library related groups.
2. Flossmoor Library card holders and organizations.

### **B. HELEN WILSON MEETING ROOM AND CONFERENCE ROOM ACCESS**

1. Meetings or programs of all non-Library related programming may not exceed 75 people in the Helen Wilson meeting room and 10 people in the Conference room. Users must conform to all fire and safety regulations.
2. Programs in the Helen Wilson meeting room and Conference room are to be open to the general public. This does not apply to Library related groups.
3. Users of the meeting rooms will be denied entry to the Library until 9:30am Monday through Saturday and 1:00pm on Sunday.
4. The Helen Wilson meeting room and Conference room shall be available only during open Library hours and terminate no later than 15 minutes prior to the Library's closing time.
5. Users may not charge admission or request donations for attendance or participation. Exception: Fees may be charged for any Library sponsored programs.
6. Users must comply with applicable Americans with Disabilities Act (ADA) requirements when using the Helen Wilson meeting room or Conference room. ADA compliance requires that any publicity announcing a meeting or program must contain a public notice accommodation statement such as: **INDIVIDUALS WITH DISABILITIES WHO PLAN TO ATTEND MEETINGS AND WHO REQUIRE CERTAIN ACCOMMODATIONS TO PARTICIPATE ARE REQUESTED TO CALL THE LIBRARY SEVEN DAYS IN ADVANCE OF THE MEETING DATE.** Users are then responsible for providing, and paying for, qualified interpreters or auxiliary aids, upon request, to individuals who require certain accommodations that would enable them to observe and/or participate in the meeting. Users are also requested to notify the Library of any such accommodations during regular hours.

### C. GENERAL RULES AND REGULATIONS

1. Use of the Helen Wilson meeting room or Conference room may not interfere with the normal operation of the Library.
2. Library staff will **not** be made available to change the room arrangement 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 registrations for a scheduled meeting.
3. Chairs and tables are available for use and need to be set up by the group. Groups using the Helen Wilson meeting room or Conference room are responsible for returning all Library furniture back to its proper location.
4. Smoking and alcoholic beverages are not permitted.
5. No cooking, burning of candles **or any flames** will be allowed in the Helen Wilson meeting room, Conference room or kitchen.
6. No animals may be brought in to the Helen Wilson meeting room or Conference room for any purpose. This does not apply to Library related events or service animals.
7. The Helen Wilson meeting room and Conference room should be left in a clean and orderly condition. All refuse and debris should be placed in the disposal containers provided.
8. The Library will not provide any equipment to groups using the Helen Wilson meeting room or Conference room. The group making the application must provide all equipment.
9. The Library is not responsible for theft of or damage to equipment, supplies, materials, or personal possessions owned by those sponsoring or attending a meeting or activity.
10. The Library will not provide storage for equipment or supplies for groups using the Helen Wilson meeting room or Conference room.
11. The person signing the application form and the persons using the Helen Wilson meeting room or Conference room shall be responsible for the willful or accidental damage of the Library building, grounds, or equipment. The person signing the application form will be responsible for the reimbursement to the Library for any damage to Library furniture, equipment or materials within 14 calendar days after the damage occurs.
12. The person signing the application and any group or persons using the Helen Wilson meeting room or Conference room must indemnify the hold harmless the Flossmoor Public Library, its Board of Trustees and all Library staff for any and all accidents which may occur on Library premises.
13. If children age nine and under are present they must be under adequate and proper supervision at all times. One (1) adult must be present for each six (6) children in attendance.
14. Nothing may be attached or applied to the walls or ceiling of the Helen Wilson meeting room, Conference room or any other location within the Library. Modifications of electrical units or any substantial changes to the Library building or grounds are not permitted.

#### D. PROHIBITED USES AND ACTIVITIES

The Helen Wilson meeting room or Conference room will not be available to any group for the following:

1. Commercial ventures for which admission is charged, or at which a collection is taken, sales made or funds raised. This does not apply to Library related groups.
2. Gambling and any other illegal activities.
3. Employee recruitment.
4. Instructors conducting classes for profit and groups promoting future courses or services entailing fees.
5. Informational seminars/workshops conducted by non-501C3 organizations.
6. Any activity that would materially and substantially interfere with proper functions of the Library, such as excessive noise, a safety hazard or a security risk.
7. Purely social functions for entertainment through companionship with family, friends and associates.
8. Benefits for private individuals.

#### E. APPLICATION FOR USE

1. Application for the use of the Helen Wilson meeting room or Conference room is available on the Library website. Application should be emailed to the Meeting Room Coordinator. Form must be filled out by a qualified officer or representative of the group, who is 18 years or older. The applicant must be present at the meeting as the party responsible for the group.
2. The Meeting Room Coordinator has complete administrative responsibility for approval of applications and scheduling of programs. The Meeting Room Coordinator will refer to the Director prior to any action, any application that in their judgment presents substantial question, including all applications that the Meeting Room Coordinator is inclined to deny.
3. Meetings may be scheduled for three (3) months as follows:  
Beginning October 1<sup>st</sup> – can reserve January-March  
Beginning January 1<sup>st</sup> – can reserve April-June  
Beginning April 1<sup>st</sup> - can reserve July-September  
Beginning July 1<sup>st</sup> – can reserve October-December
4. No group may use the Helen Wilson meeting room or Conference room more than one (1) day per month with the exception of Library related groups. Application must be received at least one week (7 days) in advance of the requested date.
5. Applicants must provide a contact name and phone number that the Library can give out to the public for referrals and also a contact name and phone number to reach in case of emergency. An email address should be provided if available.
6. The use of the Helen Wilson meeting room and Conference room shall be scheduled in order of priority and then by date of application.
7. The Library reserves the right to require any group to change its approval schedule to another date. Notice will be given to the person signing the application via phone call or email.
8. Authorization to use the Helen Wilson meeting room or Conference room is not transferable to another organization.
9. The Meeting Room Coordinator must be notified immediately if a meeting is canceled.
10. In the event of an emergency closing of the Library, all reservations are automatically canceled. Library staff will attempt to inform the contact person of the closing. Applicants may also call the Library to hear a recorded message announcing an unexpected closing.

#### F. HELEN WILSON MEETING ROOM AND CONFERENCE ROOM FEES AND DEPOSITS

1. Use of the Helen Wilson meeting room and conference room is free of charge.
2. Clean-up is the responsibility of the person signing the application. A \$25.00 bill will be sent to this person if the room is not adequately cleaned after use, payable within 14 calendar days after receipt.
3. The Library welcomes and appreciates monetary donations for the use of the Helen Wilson meeting room or Conference room.

#### G. PUBLICITY

1. Individuals and organizations reserving use of the Helen Wilson meeting or Conference room are responsible for their own publicity.
2. All advertisements, announcements, press releases, flyers, etc. relating to meetings must clearly state that the meeting is **not** sponsored by the Flossmoor Public Library
3. The location of the Library may be publicized, but the Library's telephone number may **not** be used for any purpose.
4. The Library is not to be included as a source of further information.
5. The Library will not handle attendee registrations or take messages for non-Library sponsored program participants.
6. The Library will not advertise any program other than Library sponsored programming.

#### H. NON-COMPLIANCE

1. Users who fail to follow the regulations for use of the Helen Wilson meeting room or Conference room may be denied access to the Helen Wilson meeting room or Conference room.
2. Notification of users being denied use of the Helen Wilson meeting room or Conference room will be made as soon as possible after receipt of the application.
3. Users who have been denied permission to use the Helen Wilson meeting room or Conference room 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.

This policy is not all-inclusive: approval of individual meeting situations not described here will be determined by Meeting Room Coordinator. Waiver of any prohibitions in this policy may be requested by written application directed to the Library Board of Trustees. The Board of Trustees of the Flossmoor Public Library will review the Meeting Room Policy and regulations periodically and reserves the right to amend them at any time.

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