

Broadview Public Library District Meeting Room Policy

The Broadview Public Library District offers the use of its Meeting Room for civic, educational, cultural and public information meetings. Priority for use of the rooms will be given in the order listed to the following:

1. Library sponsored meetings or programs.
2. Friends of the Library sponsored meetings or programs.
3. Not-for-profit organizations and educational institutions located in the District.
4. Not-for-profit, non-commercial corporations and organizations and educational institutions located outside the District, with members or attendees from the District, which by virtue of their purpose and membership are connected with the Library's goal of serving the educational, cultural and civic needs of the community.
5. Other organizations or individuals which provide civic, cultural, educational or information programs to the general public with members or attendees from the District. *No admission fees may be charged and no monetary collections taken. In addition, no direct sales will be permitted on Library premises except for the financial support of the Library and with the Library's prior written permission.*

Fees

Use of Meeting Room

Not-for-profit organizations – no charge unless additional clean-up needed.

For-profit organizations - \$25 (each room).

Other Charges

Clean-up fee (if room not left in a clean and orderly fashion following the meeting) - \$25

Before or after-hours use: \$15 per hour or any portion thereof

Space Available

The Library has one (1) Meeting Room. The Meeting Room will accommodate up to 70 people in an auditorium arrangement.

The Library does not provide utilities, table cloths, extension cords, audio-visual equipment, etc. There are no kitchen or cooking facilities. Only light refreshments are allowed and all supplies must be furnished by the user. Food and drink are not permitted outside the meeting room. Alcoholic beverages and smoking are prohibited in the Library at all times. The Library staff, lounge and kitchen areas are not available to Meeting Room attendees.

Hours Available

The Meeting Room is available during the hours the Library is open; Monday through Thursday, 10:00 A.M. to 8:45 P.M., Friday and Saturday, 10:00 A.M. to 4:45 P.M. There will be a \$15 charge for use of the Meeting Room for each hour or portion thereof beyond the Library's regularly scheduled hours.

Reservations

Meeting Room reservations will be taken at the Reference Desk no sooner than eight (8) weeks prior to the event. No room will be reserved until both the application and any necessary fees have been received. Any special room equipment needs should be indicated at this time, but each organization is responsible for setting up the room and returning tables and chairs to their previous locations once the program is over.

There will be a mandatory four-week waiting period before a Meeting Room reservation is approved. This will permit the Library Director or his/her designee to review the application carefully, obtain any needed additional information and, if necessary, seek the advice and counsel of the Library's Board of Trustees. However, after consultation, the Library Director and the Board President, acting jointly, may waive the four-week waiting period for anyone if, in their judgment, all other requirements of this Policy have been fully met and complied with. Any requests for a waiver must be submitted in writing, and must detail the reasons for the waiver.

If a request for waiver is denied, the applicant shall be notified in writing of the reasons for the denial.

An application for authorization to use the Library's Meeting Room must be made by an active member of the organization who is both a card-holder of the Library and at least 18 years old. This individual will be the primary liaison between the organization and the Library with respect to reserving and using the Meeting Room. The organization must also designate as an alternate liaison another card-holder of the Library who is at least 18 years old, with whom the Library can work when the primary liaison is unavailable.

All applications for authorization to use the Library's Meeting Room must be submitted in writing on a "Library Meeting Room Reservation Request" form. The form must be signed by the organization's primary or alternate liaison, and must be approved by the Library Director or his/her designee before the Meeting Room is reserved.

The organization may meet in the Library no more than two (2) days per month without explicit approval in writing from the Board of Library Trustees.

In granting authorization to use the Library's Meeting Room, the Library Director or his/her designee shall take appropriate and reasonable measures to ensure that no organization monopolizes the Meeting Room or time slot.

Cancellation of the reservation must be made at least 24 hours in advance or no fees will be refunded. *In case of emergency, the Library reserves the right to cancel a reservation, but will provide as much notice as possible.*

General Rules

1. All meetings must be open to the general public, except for closed sessions convened by governmental bodies in compliance with the Illinois Open Meetings Act.
2. Non-library organizations may not charge admission fees. There will be no sale of items except with special permission of the Library and to benefit the Library.
3. Organizations composed of members under age 18 must include one adult sponsor for every 25 persons.
4. No animals are allowed in the Meeting Room with the exception of animals trained to assist the physically challenged, or as part of a program with special permission of the Library.
5. All organizations must agree to provide any special accommodations that are requested in accordance with the Americans With Disabilities Act.
6. No organization may use the name, address and phone number of the Library as its official address or headquarters, without the permission of the Library. Promotional materials may not include the Library's phone number or suggest the Library's sponsorship.
7. For-profit organizations may use the Meeting Room only if the program to be presented is educational in content, open to the public and not promoting the services of a particular firm or company. (The only exception to this rule is use of the Meeting Room by a firm or company for staff training.)

A for-profit organization may not require registration to obtain names for future business contacts, but may offer a voluntary sign-up sheet at the program for attendees who wish to be contacted. Business cards and other promotional materials may be displayed.

8. All meetings shall be held during regular hours of the Library, and the Meeting Room must be cleared at least 15 minutes before closing time.
9. Situations Not Covered: Any situation not specifically covered by this Policy will be resolved by the Library Director or his/her designee.

Since the Library does not charge for the use of its Meeting Room, no organization may charge admission to those who attend a meeting or function. However, an organization may ask its membership for contributions to help defray expenses directly relating to a particular program held in the Library, provided that such contributions are neither collected in the Library nor solicited, directly or indirectly, from the general public as a mandatory price of admission.

Once a meeting or activity has been approved, a public notice will be posted by the Library's staff in a designated area of the Library. The Notice should be posted at least three (3) working days prior to the meeting, and should include: the date and time of the meeting; the name of the room assigned; the name of the organization; the nature and purpose of the meeting; and the name and telephone numbers of the organization's primary and alternate liaisons.

Organizations meeting in the Library, as well as individuals who attend those meetings, must comply with all of the Library's policies, rules and regulations outlined in the Library's policies governing behavior in the Library. Copies of those policies, rules and regulations are available from the Library Director or his/her designee.

The Library's Meeting Room may not be used to promote or advertise, directly or indirectly, a commercial product or service. Activities and materials that a reasonable person would believe are obscene, defamatory, invade a particular person's right to privacy, or directly incite violence, are prohibited. Materials or equipment that are dangerous to Library users, staff or patrons, or Library property, may not be brought into any area of the Library.

In allowing use of its meeting rooms, neither the Library nor its Board of Trustees endorse any position expressed by any organization using the Room. The Library is not responsible for equipment, supplies, materials, or any personal possessions owned by those sponsoring or attending meetings held at the Library.

Library

Appeal Process: The decision of the Library Director or his/her designee to reject an organization's application to use the Library's meeting room, or to rescind an organization's Meeting Room privileges, may be appealed. Such appeal must be made in writing to the President of the Board of Library Trustees not more than 14 days after written notification of the Library Director's (or Designee's) decision is received by the organization's primary or alternate liaison. After a written appeal is received, the Board President will appoint a committee of Library Trustees to review the matter. The committee will make its recommendation to the Board of Library Trustees within 60 days thereafter, and the Board will then make a determination on the appeal. The organization will be notified in writing of the decision of the Board of Library Trustees.

Adopted 3/16/06