

## HARVEY PUBLIC LIBRARY DISTRICT MEETING ROOM USAGE POLICY

### ELIGIBILITY, APPLICATION, USE & CARE

The Harvey Public Library District (“HPLD”) provides two (2) large meeting rooms available for library programs and events and for Harvey Public Library District community residents and patron usage.

The Meeting Rooms are designed to serve the needs of patrons who want a place to meet or work in small groups for purposes of quiet study or discussion for specified periods of time during regular library hours, subject to and in accordance this Policy, its procedures and requirements, and applicable rules or regulations of HPLD. In support of its mission, HPLD strives to provide the community and its patrons with an accommodating environment for the dissemination, exchange, and evaluation of information, ideas and points of view on current and historical issues.

Meetings rooms are not available for private social functions, defined as a gathering or event intended for amusement, entertainment, celebration, festivity, or pleasure, including without limitation, weddings, anniversaries, receptions, birthdays, showers, graduations, family reunions, or private parties.

Meeting rooms are not available for the transaction of commerce or for meetings, programs, or events (including without limitation, workshops or seminars) involving the sale, advertisement, endorsement, solicitation, or promotion, whether directly or indirectly, of commercial products, services or goods immediately or at a future time. This includes informational or educational offerings held for the ultimate purpose of soliciting sales or commercial products or services.

Meeting Rooms may not be used for fund-raising activities, except for those that result in a direct benefit to the Library, are Library-sponsored or co-sponsored, or that are by Library-related organizations such as Friends of the Library, and have received prior approval of the Library District.

All meetings, programs, events and/or activities in the Meeting Rooms must be free of charge. Fees may not be charged to attend or participate in activities in Meeting Rooms or on library property, nor may any person sell their wares or services and donations or other money may not be solicited or collected, either immediately or at a future time, except as otherwise permitted in this Policy. Library sponsored or library-related organizations such as the Friends of the Library may have special sales or promotions in the library.

The Meeting Rooms are available only during regular library hours for Harvey Public Library District community residents, library-sponsored or co-sponsored programs, meetings or events or library-related organizations, local government agencies or entities servicing the HPLD community, and Harvey not-for-profit community organizations operating as a 501(c)(3) and engaged in intellectual, charitable, civic, cultural, and/or educational activities **at no cost**, except for charges for cleaning and damages caused to the room or library property during or that arise from the activities held other than ordinary wear and tear.

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Meeting Rooms are available only during regular library hours for non-residents and all other patrons or users for a **fee of \$50.00/hour due at the time of application**, and if applicable, for charges for cleaning and damages caused to the room or library property during or that arise from the activities held other than ordinary wear and tear.

Reservations for a Meeting Room may be made no sooner than 14 days in advance. Same-day reservations for use of a Meeting Room may be made for up two (2) hours per day when a room is available and has not been reserved in accordance with the *Advance Reservations* requirement set below. Meeting Rooms are available only during regular library hours.

First priority for Meeting Rooms is given to Library programs or meetings, or programs, meetings or other activities sponsored, co-sponsored or presented by the Library and take precedence over non-library use of the Meeting Rooms.

Priority for Meeting Room reservations and usage is then given in the following order: (1) library-related organizations such as Friends of the Library, (2) local government agencies or entities serving the HPLD community, (3) Harvey not-for-profit community organizations operating as a 501(c)(3) and engaged in intellectual, charitable, civic, cultural, and/or educational activities, (4) HPLD community residents (5) HPLD businesses for non-commercial purposes, and (6) all other patrons or users.

Meeting Rooms will be made available for use in order of priority and then by date of reservation or application in accordance with this Policy.

Permission to use the Meeting Rooms may be denied if this policy, its procedures or requirements, any applicable rules or regulations, or in the Meeting Room information package are not observed, including cancellation or refusal of future reservations or use.

Permission to use the meeting room does not constitute HPLD's sponsorship or endorsement of the users or their policies, beliefs or viewpoints. Any individual, group or organization using the Meeting Rooms may not use any advertising or other publicity materials which imply that the meeting, program, or event is sponsored, co-sponsored, endorsed or approved by HPLD.

**Any written, electronic or any other broadcast publicity about the meeting, program or event must include the following disclaimer:** *The Harvey Public Library District provides Meeting Room space as a community service. The Library neither sponsors nor endorses this event nor the presenting individual(s), group, or organization(s).*

The number of persons in a Meeting Room may not exceed the established room capacity.

All use of the Study Rooms is governed by policy established by the Library Board of Trustees and applicable rules or regulations adopted by the Library District.

HPLD's **Code of Conduct** and **Rules of Conduct** applies to all persons using the Study Room.

Sign-in for use of the Meeting Rooms is required at the Circulation Desk prior to access or usage.

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**A valid Harvey Public Library District card and state or government issued photo identification are required at sign-in for HPLD cardholders.** HPLD cardholders must be in good standing.

State or government issued photo identification is required at sign-in for all non-card holders on a same-day basis.

The person who signs the application must be present for the duration of the scheduled use of the Meeting Room and must be 18 years of age or older. **No substitute or exceptions.**

Meeting Room assignments are made and approved by the Adult Services Manager or his/her successor.

Individuals or Groups using the rooms are responsible for arranging the room to meet their needs. They are also responsible for cleaning and straightening the room after use, returning tables, chairs, and equipment as they were found, and restoring the meeting rooms to their original, clean condition.

All trash must be deposited in the proper receptacles housed in each room. Individuals or groups meeting in the room are responsible for the removal and disposal of any garbage/trash generated during the meeting, program or event.

Meeting Room users must keep the noise level to a minimum and shall not disrupt other users of the Library. If the noise level or other behavior disrupts other users of the Library or Library staff or functions, the individuals causing excessive noise or disruptive behavior shall be removed from the Meeting Room or the Library.

Laptops or personal computers and other electronic devices, may be used in the Meeting Room, provided the volume controls on such devices are adjusted so as not to interfere with others in the Library.

The Library is not responsible for individual belongings left in the room. Items left unattended shall be removed. Any unclaimed items shall be left at the Circulation Desk's "**Lost & Found**" bin.

No storage is provided for any group using the Library, and the Library is not responsible for anything left in the building. Exceptions may be made for library-sponsored groups on approval of the Library Director.

Misuse of or damage to the Meeting Room or Library property shall result in the loss of Meeting Room privileges.

Destruction or defacement of the Meeting Room or Library property will not be tolerated and the signing applicant room user agrees to bear, and pay for, the cost(s) of any damage to the Study Room or any library property. A police report will always be filed in the event of such an occurrence.

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**The signing applicant is responsible for discipline and reasonable care of the Meeting Room and must assume legal responsibility for his/her/their group or organization's activities in the library. It is the signing applicant's responsibility to ensure participant and attendee compliance with Library policies, rules, and regulations. The signing applicant user agrees to pay for any damage to the room or Library property during the period of use and until the room is vacated. The Library reserves the right to charge the applicant user if additional cleaning or repairs are needed.**

HPLD reserves the right to determine and approve meeting room use, availability, and eligibility, and to cancel, reschedule or reassign all reservations or arrangements or to pre-empt use of the room at its discretion with or without cause, reason, or liability. The Library does not post signs about such cancellations.

HPLD reserves the right to limit reservations due to high demand of Meeting Rooms or to promote the accessibility of study rooms to a variety of users.

HPLD reserves the right to revoke Meeting Room privileges if, in its sole discretion, the behavior or activities of the individual, organization or group is disorderly, fails to comply with HPLD policies, rules or regulations, disrupts or interferes with Library's operations, services, or mission, or endangers participants, Library staff, patrons, or property, and/or the community.

HPLD reserves the right to alter, amend, modify, or otherwise change this policy at any time, with or without advance notice.

**ADVANCE RESERVATIONS**

**Reservations, sign-in or usage of a Meeting Room cannot be made, assigned or transferred by one individual, organization or group for use by another individual, organization, or group.**

Advance reservations for a Meeting Room may be made no sooner than 14 days by a Harvey Public Library District cardholder in good standing only with a valid HPLD library card and proper state or government issued photo identification and in accordance with Library policy.

Advance reservations for a Meeting Room may be made no sooner than 14 days by non-cardholders only with proper state or government issued photo identification and in accordance with Library policy.

Reservations may be made no sooner than 14 days in advance by contacting the Adult Services Manager or his/her successor either in person or by phone. 708-331-0757 Ext 3200.

The person who reserves the Meeting Room in advance must 18 years of age or older, be present at sign-in and in attendance at all times for the duration of the scheduled use of the Meeting Room. **No substitute or exceptions.**

Meeting Room fees, if applicable, must be paid at the time of application.

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Reservations are considered forfeited if the individual, group or organization does not show up within 15 minutes after the scheduled reservation time and the room may be reassigned to another individual, group or organization that is waiting or requested use in accordance with Library Policy.

If the room is vacated prior to the reservation's end time, the time will be made available for other users.

In the event of a cancellation, please contact the Library at least 24 hours prior to a scheduled program/event/reservation. Failure to timely notify the Library of a cancellation may result in loss of Meeting Room privileges.

### **RULES OF USE**

A Meeting Room application form must be completed and signed by the person responsible for use of the Room prior to access. Proper identification as set forth above is required to reserve the room.

The person who signed for the room is responsible for ensuring compliance with the established room capacity limits.

Any groups composed of members or attendees under the age of 18 years must have an adult sponsor in attendance at all times for the duration of the group's meeting, program, or event.

Craft materials or supplies, including, but not limited to, any glitter, paint, glue, adhesive, or glue guns or wood burning tools, are not permitted in the Meeting Rooms.

No tacks, nails, glue, tape or any other materials are to be placed in or on any doors, walls, windows, furniture or fixtures.

Smoking, including without limitation, the use of e-cigarettes, and food or beverages are not permitted in the Meeting Rooms.

Meeting Rooms must be left in good clean condition and must be vacated at least 15 minutes before the facility closing time, or at the end of the scheduled meeting or session, whichever comes first. Confirm building hours at the Circulation Desk.

The person who signed for the room is responsible for ensuring the room is left in good clean condition upon vacating.

Furniture may not be brought into or removed from a Meeting Room.

Hazardous materials, incendiary candles, or materials or equipment that, in the judgement of the Library Director or his/her designee, may be potentially dangerous to participants, Library staff, patrons, or property are not prohibited.

Library personnel must have access to the Meeting Rooms at all times. The Library retains the right to monitor all activities conducted on Library premises to ensure compliance with Library rules and regulations.

## HARVEY PUBLIC LIBRARY DISTRICT MEETING ROOM USAGE POLICY

A Meeting Room left unattended for more than 15 minutes will be deemed forfeited and may be reassigned.

Signs, posters or displays promoting the meeting may not be placed anywhere in the Library or on Library property without permission of the Library Director.

Before leaving the Library, the signing applicant user must notify an authorized Library staff member that the meeting is finished. A walk through inspection will then be conducted by an authorized Library staff member who in turn must sign off that the room is in satisfactory condition.

### **LIABILITY**

**The signing applicant user and any individuals, organizations, or groups using the Meeting Rooms shall indemnify, defend and hold harmless the Harvey Public Library District, its officers, employees and agents, from and against any and all losses, damages, claims, suits, actions of any kind, costs and expenses relating to injury or death of any person(s), or damage to property arising or resulting from any act or omission of the individual, organization, or group or such users' employees, agents, representatives, guests, invitees, or attendees to the extent such losses, damages, claims, suits, actions, costs and expenses arise from or are in connection with or relate to the individual, organization, or group's use of the meeting room or library facility.**

### **APPEAL PROCESS**

An individual, organization or group that has been denied permission to use the Library District's Meeting Room may file an appeal to the Library Director in writing. The Library Director will respond in writing within five (5) business days, or if the Library Director and the individual, organization or group filing the appeal agree in writing to extend the time for a response, for a period of not more than 5 business days from the original due date. If the individual, organization or group believes that the Library Director's response is unsatisfactory, he/she may appeal to the Board of Trustees at the Board's next regularly scheduled meeting by submitting a written appeal, together with any and all written documentation in support of the appeal, to the Library Director at least five (5) business days prior to the next regular Board Meeting. The Board of Trustees will review the written appeal and make a determination about the appeal at that regularly scheduled meeting. If the individual, organization or group is not present at that meeting, he/she will be informed of the Board's decision within five (5) business days of the meeting. The decision of the Library Board of Trustees is final.

The Board aims to resolve all patron issues in a timely manner.

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I DO agree to these terms and conditions.

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Signature Date

\*I DO NOT agree to these terms and conditions.

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Signature Date

*\*(non-agreement to these terms and conditions forfeits your use of the Meeting Rooms)*