

# Meeting Room Policy

## Who May Use the Meeting Rooms

The primary use of the meeting rooms is for the work of the Library staff in accommodation of Library programs and Library-sponsored programs. When time and circumstances permit, the Meeting Rooms and the Conference Room become available for use by other Bridgeview groups and organizations according to the following priorities:

1. Meetings for Library staff and meetings of the Board of Trustees and its committees
2. Programs sponsored by the Library
3. Meeting of committees or organizations in which Library staff are involved
4. Meetings and programs of the Village of Bridgeview and other local government agencies
5. Meetings of non-profit community groups and organizations whose purpose are educational, cultural and civic
6. Staff meetings and workshops for local commercial/for profit organizations
7. Other meetings

## Open Access/ADA Compliance

All meetings must be open to the general public except for closed sessions of governmental bodies in accordance with the Open Meeting Act. As a general rule, no fees may be charged. Non-profit organizations, however, may ask for donations to defray expenses.

Users must comply with applicable American with Disabilities Act (ADA) requirements when using the meeting rooms or conference room. ADA compliance required that any publicity announcing a meeting or program must contain a public notice accommodation statement such as: **INDIVIDUALS WITH DISABILITIES WHO PLAN TO ATTEND (INSERT TITLE) MEETINGS AND WHO REQUIRE CERTAIN ACCOMMODATIONS TO PARTICIPATE ARE REQUESTED TO CALL (INSERT NAME AND NUMBER) TEN TO FOURTEEN WORKING 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 and at least five working days prior to the event.

## Endorsement

The use of meeting rooms by groups does not constitute an endorsement of these groups or their programs by the Library, its staff, or its Board of Trustees. Publicity announcing

meetings in the Library should in no way imply sponsorship by the Bridgeview Public Library.

All advertisements, announcements, press releases and flyers in relation to non-Library sponsored meetings must contain the statement: THIS MEETING/PROGRAM IS NOT SPONSORED BY THE BRIDGEVIEW PUBLIC LIBRARY. Such promotional Materials must not include the Library as a source for further information about the meeting and must not use the Library's address or phone number as the organization's contact point.

### **Restrictions**

Meeting rooms may not be used for the following:

1. Social functions (parties, showers, receptions, etc.)
2. Fundraising (except for Library functions)
3. Political candidates may not use the library meeting rooms. However, general meetings on political topics and forums discussing opposing viewpoints may be held
4. Religious activities
5. Gambling activities

### **Scheduling Reservations**

Applications for use of either the Meeting Rooms or the Conference Room should be made on the form provided and returned to the department of Circulation Services.

Reservations may be made no more than three months in advance:

January	Applications accepted in October
February	Applications accepted in November
March	Applications accepted in December
April	Applications accepted in January
May	Applications accepted in February
June	Applications accepted in March
July	Applications accepted in April
August	Applications accepted in May
September	Applications accepted in June
October	Applications accepted in July
November	Applications accepted in August
December	Applications accepted in September

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. Groups will be booked in order of priority and then by the date the application is filed. Additional meetings for any group can be scheduled seven (7) days in advance of the additional meeting date if space is available. The Library Director will resolve any conflict that may arise in the booking of a room.

Meetings are normally scheduled during regular Library hours. The booking card holder is expected to include set up time and take down/cleanup time within the scheduled time period. Meetings should end 15 minutes before the Library closes. Meetings scheduled outside of regular Library hours are subject to additional fees and must be arranged and paid at time of booking. Such meetings are subject to staff availability.

### **Schedule of Fees**

Local non-profit, governmental bodies and service organizations	No Charge
Local for profit groups	\$50.00
Other for profit groups	\$100.00

### **Room Use by Minors**

Groups composed of persons under the age of 18 may use the rooms with adult supervision. The group's supervisor signs the reservation form. The applicant must be present at the meeting as the party responsible for the group. There must be one adult supervisor per ten minors; supervisors shall remain with the group for the duration of the meeting.

### **Cancellations**

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. The Library may also cancel a group's reservation if policies for use of the meeting rooms are violated.

When it is necessary for a group to cancel a meeting, the Library should be notified 48 hours in advance. With a 48 hour notice fees will be refunded when applicable. Under unusual circumstances, such as severe weather, it may not be possible to cancel 48 hours in advance, but the Library should be notified of any situation which requires cancellation of a scheduled meeting.

### **Refreshments/Kitchen Use**

Light refreshments may be served. The group sponsoring the meeting is responsible for providing all necessary utensils and paper goods, etc. The group must bring their own coffee, tea bags, creamer, sugar, etc. This will not be provided by the Library. There is no storage at the Library to leave any of the above. The kitchen microwave and coffee pots are available for group use, and it is the responsibility of the group to clean-up after the meeting.

### **Set Up/ Clean Up**

The 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. The Library will not be responsible for special set up. No cooking, burning of candles or any flames will be allowed in the meeting rooms or conference room. Furnishings may not be borrowed from other areas of the Library.

Any group using a meeting room is responsible for keeping the room clean. A custodial fee will be assessed if clean up is necessary.

Electrical units within the library may not be modified nor may lights be strung without discussing the matter with the Library Director.

### **Liability**

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. The person signing the application and any group or persons using the meeting rooms or conference room must indemnify and hold harmless the Bridgeview Public Library, its Board of Trustees and all Library staff for any and all accidents which may occur on Library premises.

This policy is not all-inclusive: approval of individual meeting situations not described here will be determined by the Library Director. 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 Bridgeview Public Library will review the Meeting Room Policy and regulations periodically and reserves the right to amend them at any time.

### **Cancellation**

Any violation of this policy could result in the cancellation of all future meetings.

**Approved March 8, 2010**

**Bridgeview Public Library**  
**Quarterly Application for the Use of Meeting Room/s**

1 <sup>st</sup> Quarter	_____
2 <sup>nd</sup> Quarter	_____
3 <sup>rd</sup> Quarter	_____
4 <sup>th</sup> Quarter	_____

Organization: \_\_\_\_\_

Room Requested:

Community Room A: \_\_\_\_\_ Community Room B: \_\_\_\_\_ Board Room: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Dates: One time use \_\_\_\_\_

Multiple use \_\_\_\_\_

Furniture Needed in Community Room:		
(Check one)	(Indicate number needed)	
_____ Tables only	_____ Tables	
_____ Chairs only	_____ Chairs	
_____ Tables with chairs	_____ Tables	_____ Chairs per table
Equipment		
(Check those applicable)		
_____ Movie screen	_____ Amplifying equipment	_____ Lectern
_____ DVD player		_____ VHS player
_____ Mike stand	_____ Mike wiring & microphone	_____ Projector for DVD player

Are handicapped provisions required? Yes \_\_\_\_\_ No \_\_\_\_\_

Name(s) of adult(s) who will be present to supervise:

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

The undersigned agrees to be responsible to the Bridgeview Public Library for the use and care of library property. He/She further agrees that the character of the use will conform to that stated above and that meeting room restrictions on the number of people permitted will be observed.

The undersigned agrees that this application is made subject to the rules of the Board of Trustees and agree for themselves and all others for whom this application is made that the rules will be observed.

\_\_\_\_\_  
 (Signature) (Address) (Phone) (Date)

\_\_\_\_\_  
 (Signature of Adult Supervisor for Minors) (Address) (Phone) (Date)

Charges	
(For office use only – Check where applicable)	
<u>Community Room:</u>	
Local for profit groups _____	\$50.00
Non-resident for profit groups _____	\$100.00