



North Riverside Public Library

Meeting Room Application

Name of Organization: _____

Requesting Use of the ___ Main Floor Meeting Room ___ Lower Level Story Room

for: _____

Date: _____ Time: _____

Name of Applicant: _____

Address of Applicant: _____

Daytime Phone #: _____

Estimated Number of People Attending: _____

Purpose of Meeting: _____

Those attending non-Library-sponsored events are asked to park in the lot across Des Plaines Avenue.

This application will not be considered if not accompanied by the appropriate fee (see Section B) and a refundable security/cleanup fee of \$100.

I understand that the North Riverside Public Library District and all employees working for the Library are not liable for any accidents or injuries incurred while the aforementioned group is using library facilities. The group assumes all responsibility in case of injury and assumes financial liability for medical expenses of its members. The group releases, waives, absolves and indemnifies the Library District from any financial responsibilities.

By my signature, I agree to follow the policies and rules of the North Riverside Public Library District regarding use of the Meeting Room, a copy of which I have reviewed.

Applicant _____ Date _____

Approved:

Name/Title _____ Date _____

Each application is only valid from the following dates: March 1st through May 31st; June 1st through August 31st; September 1st through November 30th; and December 1st through February 28/29th. A new application must be submitted by requestors each quarter.



Meeting Room Policy

North Riverside Public Library Meeting Room Policy and Application

A) The library provides the use of some of its space as a service to groups and organizations, provided space is not already reserved for use by Library- related programs under conditions established by the North Riverside Public Library District Board of Trustees. The North Riverside Public Library welcomes use of its meeting rooms by persons or organizations for informational, educational, cultural, and civic meetings. Activities taking place in the meeting rooms must not be closed to any person due to age, gender, sex, race, religion, marital status, political affiliation, national origin, disabling condition, or any legally protected category.

Meeting rooms shall be used for programs of an educational or civic nature and shall not be used in any way that interferes with regular library services and operations, or which causes a threat to the safety of library employees, patrons or property.

Use of the meeting rooms is governed by the following conditions and regulations.

B) Meeting rooms are available for use for up to four hours according to the following fee structure:

Non-profit North Riverside organizations - No charge
For-profit North Riverside organizations - \$50
Non-profit organizations from outside North Riverside – No charge
For-profit organizations from outside North Riverside - \$200

To obtain permission to use a meeting room, all of the above are required to submit to the Director or his designee a Meeting Room Application accompanied by a \$100 damage/cleanup deposit, which will be refunded if no damage is incurred nor cleanup required. Damages in excess of \$100.00 will be the responsibility of the applicant. Applications may be obtained from the Director or his designee or on our website.

Deposit for single use will be returned within seven days to applicant.

Deposit for multiple uses will be returned upon completion of term.

C) Permission to use a meeting room may be denied if the activity proposed would materially and substantially interfere with proper functions of the library, such as excessive noise, a significant safety hazard or a significant security risk.

D) Applications will be reviewed as soon as possible and assigned a space as availability allows.

E) Approval for one meeting does not imply approval for future meetings; individual

applications should be made for each meeting date desired. Requests may be submitted in a batch; each request will be reviewed individually. Request renewals must be made annually if the group meets on a regular scheduled basis. Use of the meeting room, at no charge, to a single group shall be limited to two (2) times per month.

F) A group or organization which has been denied permission to use a meeting room by the Director or his designee may appeal the denial to the Library Board of Trustees at the Board's next regularly scheduled meeting. However, written notice of the appeal and all supporting written documentation are to be delivered to the Director or his designee at least five business days before the Board Meeting. At this Board meeting, the appellant may be granted up to fifteen minutes for a presentation that would support reversal of the denial by the Director or his designee. The Board of Trustees will deliberate on the appeal in open session and will attempt to complete its findings of fact and to reach a decision at the meeting, unless additional information is deemed necessary.

G) A Library staff member will check the meeting room before and after each scheduled use, and the Director or his designee will notify in writing the person who applied to use the room of damage incurred or cleanup required as well as of any violations of the meeting room regulations. The Administrative Librarian will also notify the Board of Trustees which may consider suspending the privilege of using the meeting room to that group/organization. The Board of Trustees, after giving proper notification and due process to that group/organization, may suspend the group/organization's meeting room privileges.

H) The Board of Trustees of the North Riverside Public Library will review the Meeting Rooms Policy and regulations periodically and reserves the right to amend them at anytime

The Library provides public meeting rooms to support the Library's mission of fulfilling the knowledge, information, enrichment, entertainment and cultural engagement needs of its community members. Meeting rooms are available to groups regardless of the beliefs and affiliations of their members. Meeting rooms are made available for the operational needs of the Library first, then to provide accommodations for educational, informational, cultural and civic functions consistent with the Library's mission. For the purposes of this policy, the term "meeting room" shall refer to the Main Floor Meeting room and the Story Time room as well as the two study rooms.

Availability and Use:

Meeting rooms are available on an equitable basis. Priority use of meeting rooms is as follows:

1. Library-sponsored programs and activities, including functions of the Library;
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 organizations whose purposes are educational, cultural or civic in nature and/or classified as a not-for-profit 501(c)(3);
4. Meetings of for-profit organizations.

Eligibility:

- The reservation holder must be 18 years of age or older and have a valid library card in good standing;

- The reservation holder is required to remain in the room during the reservation period;
- Reservations must be made one week, but no more than 3 months in advance, unless otherwise approved by the library administration.

Limitations:

Meeting rooms may not be reserved for:

- Commercial and for-profit purposes, e/g/ programs or events (including by not limited to workshops and seminars) hold by for-profit organizations involving the sale, advertising, solicitation or promotion of any product or service;
- Social gatherings or private parties, such as birthday and graduation parties, and bridal/baby showers;
- Fundraising events and activities, except for those that result in a direct benefit to the Library and have received prior approval from Library administration;
- Political rallies and/or meetings organized for the purpose of campaigning or urging action such as voting for or against any candidate, party, position, question or referendum;
- Programs or gatherings when present a clear and present danger to the welfare of others;
- Programs which would disturb library users or interfere with the functions of the Library;
- Activities that interfere with the function, purpose, and mission of the Library;
- Any use or activity that is in violation of local, state, or federal laws.

General Regulations:

Users of the meeting rooms agree to abide by all Library policies and regulations. Failure to abide by Library policies and/or regulations will result in cancelation or refusal of future reservations.

1. All meetings must be open to the public free of charge. Donations may not be solicited as a condition of attendance.
2. Organizations may not ask for personal information from program attendees as a condition of attendance.
3. The reservation holder/organization is responsible for ensuring that its meeting complies with requirements of the Americans with Disabilities Act (ADA) and compliance shall be at the reservation holder's own cost and expense.
4. Light refreshments may be served if the reservation holder has paid the damage/cleaning deposit. Cooking is prohibited unless approved in advance by Library administration. All food and beverages must remain in the meeting room.
5. Children under 12 years of age must be supervised by a responsible caregiver at all times.
6. No reservation holder may transfer a room reservation to another person/organization.
7. Room fees must be paid in advance of the reservation in order to secure the reservation.
8. The reservation holder must supply their own equipment and supplies, excepting those provided by the Library per the equipment section of this policy (below). Equipment and supplies may not be stored at the Library without permission of the Library administration.
9. The library does not provide assistance in transporting supplies to the rooms or help with set-up beyond the initial set up, with is done by Library staff. Library staff are not available to help with meetings, take attendance or assist with registration.
10. Room setup arrangements are required at time of reservation unless otherwise approved by Library administration.
11. Reservations are not allowed before or after regular Library hours. Reservations are permitted thirty (30) minutes after opening and must end thirty (30) minutes prior to the closing of the Library. Failure to do this may result in the suspension of room reservation privileges.
12. Behavior that disturbs others is not permitted. The library has the right to cancel or interrupt use of the

- room at any time. All room reservations must adhere to the Library's Code of Conduct policy.
13. The Library reserves the right to cancel a meeting room reservation 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 fees.
 14. Failure to reimburse the Library for damages will result in the suspension of Library and/or room reservation privileges, and possible criminal charges.
 15. By allowing the use of its meeting rooms, the Library does not endorse the activities or viewpoints of meeting room users.

Groups using the Library's meeting rooms must:

- Not state or imply that the group's activities are sponsored or presented in partnership with the Library.
 - Not use the Library as a mailing address or list the Library's name, address, phone number or web address as its headquarters.
 - Not publicize their meetings with a poster, leaflets or other publicity in the Library building without prior approval by staff prior to posting and removal immediately after use of the meeting room.
 - Include the following disclaimer in all event listings, publications and advertisements:
 - o "This event is not affiliated with the North Riverside Public Library. Use of library meeting space does not constitute endorsement or approval of the organization, this program or its contents by the Library."
 - Not solicit or campaign outside the meeting room before, during or after the meeting or event.
16. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with library regulations and policies. Library administration shall reserve the option to pre-empt or cancel any meeting at any time or refuse meeting room reservations.
 17. The reservation holder is responsible for returning the room to its original condition.

Reservations:

The person reserving the room must check in at the Circulation/Patron Services desk at least fifteen (15) minutes prior to the room reservation time.

No group may use a meeting room more than twice a month. Fees:

- Non-profit North Riverside organizations - No charge
- For-profit North Riverside organizations - \$50
- Non-profit organizations from outside North Riverside – No charge
- For-profit organizations from outside North Riverside - \$200

The Library may waive reservation fees at the discretion of the library administration.

Occupancy Limits:

Attendance in any meeting room is limited to occupancy limits established by the Fire Marshall or other applicable authority.

Per the Fire Marshal, the occupancy limits are as follows:

Main Floor Meeting Room: 64 people

Time Room: 40 people

Study Room 1: 12 people

Study Room 2: 15 people

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The following equipment may be available upon request of use in the meeting room:

- Chairs
- Tables
- Podium
- Garbage cans
- Projector
- Webex Smart Board
- AV cables

The reservation holder shall be billed at replacement cost for any damage to furnishings and equipment. All fees for damage shall be paid within thirty (30) days. Failure to do so shall result in forfeiture of the right to use the meeting rooms.

Liability:

For and in consideration of the use of the meeting rooms and Library facilities, and as a condition of use, any person or group using the meeting rooms agrees to indemnify and hold harmless the Library from any and all actions or suits relating to its use of such rooms and facilities.