



404 Meeting Room Policy

Purpose

The primary purpose of the Nippersink Public Library District meeting rooms is to provide space for Library activities and functions in support of the Library's mission. When not needed for Library use, the Library's meeting rooms may be available to use by the members of the public.

The Nippersink Public Library District chooses to make its meeting rooms available for use by individuals, groups, and organizations engaged in informational, educational, cultural, charitable, and civic activities. Preference is given to local and non-profit organizations. While allowing use of meeting rooms by individuals or groups provides broad access that may not be available at other agencies, building community by providing an opportunity for an exchange of ideas that can lead to positive social change, such use does not imply endorsement, support or co-sponsorship by the Nippersink Public Library District or of the group's policies, beliefs, or activities.

Priorities

Although they are made available for public meetings and use, the primary purpose of the meeting rooms is to meet the operational needs of the Library. Meeting room availability is contingent on there being no conflict with Library programs or meetings, which have first priority at all times.

Access

All meetings and functions in the meeting rooms are free of charge and open to the general public regardless of race, color, religion, national origin, ancestry, age, order of protection status, disability (physical and mental), marital status, sexual orientation (including gender-related identity), citizenship status, language, etc., except for closed sessions convened by governmental bodies in compliance with the Illinois Open Meetings Act. The Library will not charge for the use of meeting rooms.

The Nippersink Public Library District complies, to the best of its ability, with the regulations governing the Americans with Disabilities Act (ADA). In compliance with the ADA, meeting rooms are physically accessible to people with disabilities. Accommodation requests, such as auxiliary aids, sign language interpreters, information in large print, specific space needs, or other reasonable requests should be provided 2 weeks prior to the event. The Library, partner organizations, and outside groups using the rooms must be able to provide such accommodations given 48-hour notice.

Usage

Meeting rooms **can be** reserved for the following groups/meetings:

- Local government bodies;
- Community organizations or groups engaged in educational, civic, cultural, charitable, religious, and public information activities and events;



- Educational programs by for-profit firms and organizations, provided the program is free and open to the general public, held in partnership with the Library, and follows the Library's no solicitation policy;
- Personal meetings and open office hours of elected representatives of local, state, and national government that are non-partisan and do not endorse a specific representative.

Meeting rooms **cannot be** reserved for the following types of groups/meetings:

- To promote or advertise, directly or indirectly, a commercial product or service;
- To hold activities or disseminate materials urging support of or opposition to candidates or office in a particular election, or issues on the ballot;
- To hold activities or disseminate materials that endorse or would deem to be an endorsement of religion or religious belief by the Library;
- To hold activities that would disrupt the normal operations of the Library or involve a threat to public safety;
- Private social gatherings.

Capacity

The maximum capacity of each room is posted according to safety codes and room setup needs. Attendance will be limited accordingly.

- Large Meeting room- max. 60 seated; 90 standing room only
- David Gardner Room- max. 12 seated

Registration

All individuals, groups, or organizations must submit a Meeting Room Request form which must be completed by someone 18 years or older. The requester must be present during the entire event. A second requester may be added to the reservation. To preserve the confidentiality of the signee, the Library will only speak to the individuals that reserved the room. All reservations must be confirmed by the Library; an application for use does not ensure approval and is subject to availability.

Meeting rooms may be booked up to 4 months in advance. Groups or organizations must reserve rooms at least 4 days prior to the requested date. Individuals looking to use the rooms as study rooms will be allowed walk-in registration. Rooms may be reserved for a 2-hour block of time, with the room available for reservation 15 minutes after the Library opens to 15 minutes before the Library closes.

As a courtesy, the Library requests individuals, groups, and organizations notify the Library of a cancellation no less than 24 hours before the scheduled meeting. The Library reserves the right to change or cancel meeting room reservations due to unforeseen circumstances and will endeavor to notify groups at least 48 hours before the scheduled meeting, unless the building is closed as a result of an emergency.

Set Up and Clean Up

Groups and individuals are responsible for leaving the meeting rooms in order after use and for reimbursing the Library for damages to Library facility, furniture, fixtures, equipment, etc. Groups must transport their own supplies and equipment; no storage is provided. The application



includes room set up and technology needs. Any moving or rearranging of library equipment in meeting rooms must be done by Library staff and they may not be available for day-of assistance.

Covered nonalcoholic drinks and snack foods may be consumed in the meeting rooms as long as they are individually packaged, nut free, and do not have to be maintained at certain temperatures. Library patrons are responsible for returning the room to the state they found it; neat, trash in appropriate containers, technology turned off, and furniture back in its original location.

Library Equipment

Available equipment varies by room and may include chairs, tables, projector, screen, podium, and kitchenette with coffee maker. Groups and individuals are responsible for requesting the use of equipment at the time of reservation. Any additional equipment or furniture that may be brought in by an outside group must be approved by Library staff in advance of reservation approval. Materials or equipment, in the judgment of the Director or designee, may be potentially dangerous to Library users, staff, or property may not be brought into any area of the building. Groups and individuals are responsible for leaving equipment and property in order after use and are responsible for reimbursing the Library for any damage.

Behavior and Use

Groups and individuals that meet in the Library, as well as individuals who attend group meetings, must comply with the Library use policies. Excessive noise or use of hazardous materials are prohibited in the meeting rooms.

No admission fees may be charged for functions held in meeting rooms, nor may any person/business sell their wares.

If the room is left unattended for a period longer, than 30 minutes then the use of the room is considered over and will become available for use by others.

Responsibility

The Library is not responsible for security or storage of property owned by groups or individuals using the meeting rooms, nor is it responsible for damage or loss of property of others. All organizations or groups using any of the rooms shall indemnify, defend, and hold harmless the Library, its officers, agents, and employees from and against any and all claims, suits, actions of any kind, arising and resulting, and accruing from any neglect act, omission, or error of the individual, group, or organization resulting in or relating to personal injuries or property damage arising from the use of the Library's rooms.

Sponsorship or Endorsement

Use of meeting rooms by an organization is not in any way an endorsement of the group's policies and beliefs. Publicity for meetings held in the Library may not be displayed in such a manner as to suggest Library sponsorship. The following disclaimer must be included in all published materials about the event: "Nippersink Public Library District provides meeting space as a community service. The Library neither sponsors nor endorses this event, the speaker(s) or



the organization.” The Library will not publicize such events. Groups may not use the name or address of the Library as an official address or headquarters for an organization.

Non-Compliance

The Director or their designee reserves the right to determine use of the rooms, assess fees for the use of the rooms, and cancel or reschedule all arrangements, with or without cause or reason, and without liability. The Director or designee reserves the right to rescind an organization or individual’s future room use if privileges are abused or if policies are not followed.

Appeals

Decisions by Library staff to deny a patron’s request to use a room may be appealed. Patrons may submit a formal written request to the appropriate staff designee. The staff designee will prepare a written recommendation to the Director. The Director will evaluate the request and the recommendation. The Director will respond to the patron with an explanation setting forth the reasons that an appeal is either approved or denied. If the request is approved, the room will be scheduled for use. If the request is denied, an appeal of the decision may be brought by the patron to the Board of Trustees in writing. The Board will evaluate the appeal and notify the patron of the result. The Board’s decision will be final.

Situations Not Covered

Any situation not specifically covered in this statement of policy will be resolved by the Director and may be reviewed by the Library Board.



Meeting Room Reservation Request Form

Requester Name: _____

Address: _____

Cell Phone: _____ Alternate Phone: _____

Email: _____

Organization or Group Name: _____

Organization Type (Not-for-profit, for-profit, community group, etc.) _____

Date(s) of Meetings: _____

Meetings may only be booked 4 months in advance

Time Requested: _____

Room Requested: Large Meeting Room (max. 60 seated; 90 standing room only)

David Gardner Room (max. 12 seated)

Purpose of Meeting: _____

Equipment Requested: Projector/Screen DVD Player

Room Set Up Notes: _____

Special Requirements: _____

I have read all the Nippersink Public Library District Meeting Room Policy and agree to abide by all policies/procedures governing the use to the meeting room(s).

Requesters' Signature: _____

Date: _____

Approved by: _____

Signature: _____

Date: _____

The Meeting Room Reservation Request Form may be submitted to staff at the Circulation Desk or e-mailed to nippersink@nippersinklibrary.org. Completed forms will be reviewed and upon approval, requestor will receive a phone call or e-mail confirming the reservation.