



# Elmwood Park

PUBLIC LIBRARY

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## Meeting Room Policy

### **Purpose**

The meeting rooms of the Elmwood Park Public Library are available to support the Library's mission to inform, educate, or entertain the community, in the legal and practical context of a limited public forum.

### **Types of Meetings**

The Library's meeting rooms are designed for use by the Library for its own programs. When they are not needed for Library activities, they may be available for use by other Elmwood Park governmental agencies, non-profit community groups, and other organizations that serve and support the residents of Elmwood Park subject to policies established by the Elmwood Park Public Library Board of Trustees.

### **Meeting Rooms and Availability**

The Library has three meeting rooms available – Ferrentino Room, Korbel Room, and Lower Level Community Room -- during operating hours. Use is contingent upon availability of proper custodianship and noninterference with regular library operations. The use of Adult Study Rooms may also be available at the discretion of the Administration Office for small or private business related meetings of no more than 4 people.

- **Priority**

Applications fully and properly completed will be scheduled in the order in which they were received. The process will not be started nor a place in line secured until all fees, verification of library card or other items required are provided. Library sponsored events take priority and may cause the cancellation of reservations of other groups.

- **Americans with Disabilities Act**

Meeting Rooms are physically accessible to people with disabilities. Upon advance request, groups using the rooms must provide qualified interpreters, auxiliary aids, or other forms of special accommodation.

- **Inclusions**

As stated in the Library Bill of Rights (ALA), libraries shall make meeting rooms available to groups regardless of the beliefs and affiliations of the group requesting their use or their members. The Library will not regulate the content of programs or meetings, but it may regulate activities in accordance with time, place, and manner of the meeting or other specifics as outlined in this policy.

- **Exclusions**

Private social gatherings, activities that disrupt the normal operations of the Library or involve a threat to public safety, activities that advocate the election or defeat of a particular candidate or candidates for public office or that advocate affirmative or negative votes concerning any public proposition, groups who seek to limit the audience or charge admission, and activities of individuals or groups that have previously failed to observe all Library policies, including meeting room and behavior policies.

### **Application for Use**

Applications will be taken by the Office Manager by phone, in person, or submitted electronically through the reservation calendar, which is received by email. The Library's meeting room application form is available on our website (<http://www.elmwoodparklibrary.org/how-do-i/additional-services/reserve-a-study-or-meeting-room>). The Office Manager will confirm reservations provided that the application form is filled out accurately and completely.

The person completing the application process on behalf of an organization or group must be 18 years or older, an officer of the group or organization (or a member in good standing who regularly attends meetings), and be an Elmwood Park Public Library cardholder. Misrepresentation of residency or membership in the organization would be cause to cancel the meeting or rescind privileges.

Applications must be received at least 10 business days in advance of the planned meeting and no more than 60 business days in advance of the planned meeting. Use may be granted with less than 10 business days notice at the discretion of the Administration Office based on room availability and the ability of the organization to complete the application process.

Each organization or group will be limited to 24 meetings per calendar year.

### **Public Participation**

As activities in a limited public forum, all Meeting Room use by community members must be open to all members of the public free of charge.

### **Endorsement**

Presentation of a program or holding of a meeting does not constitute Library endorsement of the views of the persons holding the meeting, program speakers, or other participants.

### **Guidelines for Use**

- The Library does not provide personnel to assist group activities, but will provide staff to assist in room set up or technology needs as available. The Library cannot guarantee that equipment will work with every device.
- The room capacity is limited by order of the Elmwood Park Fire Marshall. (Ferrentino Room – 60, Lower Level Community Room – 60, Korbek Room – 15). Organizations must monitor their attendance figures and contact the Library should expected numbers exceed room capacity. In the event that the Library cannot provide a larger room, the organizers must impose a limit at the door.
- The Library does not provide information to the public regarding meetings, other than the name of the organization and the time of the meeting.

- Meetings must be cleared at least 10 minutes before Library closing time. Meeting Rooms are to be left clean and orderly and reconfigured as it was found. The Library reserves the right to charge an additional fee of at least \$25 if excessive clean up is required.
- Organizations meeting in the Library may not use the library as a mailing address.
- Advertisements for meetings held in the Library but not sponsored by the Library must display the name of the sponsoring organization. Publicity of the event is the sole responsibility of the organization or person using the room.
- The Library will not provide space for permanent displays, storage of equipment or supplies for groups using the Meeting Rooms.
- The Library's Behavior Policy and Code of Conduct apply to use of all meeting rooms, including prohibition of alcohol and smoking, and supervision of children under the age of 7.
- Children under 7 must be under responsible adult supervision at all times.

### **Kitchen Facility**

- Use of the kitchen in the John Ferrentino meeting room is \$25.00. This fee applies to all groups using the kitchen.
- The kitchen facility is equipped with a refrigerator, microwave and electric oven, which can be used to prepare light refreshments.
- The user must furnish all plates, cups, eating utensils, and other kitchen supplies.
- The kitchen and all facilities used must be left clean, all refuse removed, all food items must be removed, all electrical equipment must be turned off, and all furnishings cleaned.
- The Library is not responsible for any equipment or personal belongings left in the kitchen.

### **Hold Harmless Agreement**

Any individual, group, or organization using a meeting room is responsible for damage to the Library building, grounds, collections, or equipment caused by or related in any way to use of a meeting room by the individual, group, or organization, its members, or those attending the meeting. The organization agrees to indemnify and hold harmless Elmwood Park Public Library and its Board of Trustees plus the Village of Elmwood Park and its officials for any and all liability arising from use of the Library's premises.

### **Cancellation of Meetings and Rescinding of Privileges**

If these rules and regulations as set up by the Library Board are not adhered to by the organization using the room, the Library Board reserves the right to withdraw the privilege of the use of the room by written notice.

The Library reserves the right to ask that any organization change its regularly scheduled meetings to another date, or withdraw a scheduled meeting by giving reasonable notice to the proper officer of the organization or the person who reserved the room.

Meeting room reservations can be cancelled at any time at the discretion of the Director or meeting room coordinator if they feel the nature of the group or meeting will impair the safety of library patrons and staff or may be of detriment to general library operations.

The Board of Library Trustees reserves the right to modify or change any provision of this Meeting Room Policy at any time and without notice (except to those having a meeting room reservation) and to reject any application for meeting room use when the Board reasonably determines that the proposed use will violate this Policy.

### **Appeal Process**

Decisions to deny a request for use of a meeting room may be appealed. To appeal a decision, submit a request to the President of the Library Board of Trustees via letter or email. The Policy Committee will convene to review the request. The applicant will be given the opportunity to appear before the Policy Committee to present the basis for the appeal. The Committee will then make a recommendation to the Board. Following a vote by the Board, the Library Director or Board President will contact the applicant with the decision. The Board aims to resolve all issues in a timely manner.

### **Fees**

For Elmwood Park Governmental agencies and non-profit community groups there is no room rental charge. In cases where a non-profit designation is not readily apparent, proof of tax-exempt status may be required to establish eligibility.

- In the case of For Profit Organizations the cost to use the room is \$100.00 per hour. For profit use waives the requirement of a library card.
- Use of the kitchen in the first floor meeting rooms is \$25.00. This fee applies to all groups using the kitchen.
- If your meeting requires excessive cleanup by library staff a fee of at least \$25.00 will be charged.
- Fees are non-refundable unless notice of cancellation is received 48 hours in advance of the scheduled meeting.
- Fees are due to the Administration Office of the Library no later than one week in advance of the event.

### **Policy Review and Revision**

Elmwood Park Public Library Board of Trustees will review this document at least biennially. Approved and Adopted by Library Board, February 2013, July 2015, July 2017, August 2020