

6.0 Meeting Room Policy

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6.1 Meeting Rooms

South Holland Public Library's meeting rooms are a limited/ designated forum. The North Meeting Room and the East Meeting Room are available for use by the public. Use of the meeting rooms is awarded in the following priority order:

1. Library sponsored programs and meetings.*
2. Library-related programs and meetings.*
3. Meetings of South Holland governmental bodies and intergovernmental organizations in which the Village of South Holland is a member.
4. Residents and corporate residents. Resident requests for meeting room use are awarded on a first come, first served basis.

**Library Sponsored Use*

The Library actively pursues the twin goals of contemporary significance and enduring value in the programs it provides. Staff endeavors to sponsor and support programs that will interest current and potential Library users. Library sponsored programs are complimentary to Library collection development and exhibits. Programs may present diverse points of view on current and historical issues and offer inclusive portrayals of human experience in a wide variety of ways. Guided by a sense of responsibility to the present and future needs of the community, the library presents programs that are timely, balanced and accurate.

6.2 Who is eligible to apply for use of a meeting room?

Residents may reserve a meeting room for informational or educational purposes only. The Library restricts the use of these facilities to South Holland residents, South Holland businesses or not-for profit, cultural, educational or civic groups under the stewardship of an adult South Holland resident who is a library card holder in good standing. No meetings are allowed for the purposes of partisan, sectarian or commercial use. Meeting Rooms are available for use at the discretion of library staff.

- The Applicant for use of a Meeting Room must be a resident of South Holland or an employee or owner of a South Holland-based business.
- The Applicant for use of a Meeting Room must have a valid South Holland library card in good standing and be 18 years of age or older.
- South Holland-based businesses and not-for-profit organizations are to obtain a South Holland business card prior to submitting a Meeting Room application. The employee or owner who is named on the card as the responsible employee must be present at the scheduled event in the meeting room. The application process for a local business to obtain a library card is given in sections 9.2 and 9.3 of the Library's 9.0 Circulation policy found on the library's website, www.shlibrary.org.
- The Applicant must be present when applying for use of a meeting room and at the scheduled event in the meeting room.
- The Applicant is responsible for checking in and checking out of the Meeting Room with the designated library staff member and making sure that the room furnishings are replaced and equipment returned. Follow the *Check In/ Check Out Form* found in Appendix 6.13.2.

6.3 How do I apply?

1. Read entire 6.0 Meeting Room Policy.
2. The *Meeting Room Request Form* is found in Appendix 6.13.1 below. Copies are available from Public Services staff.
3. Discuss your choice of a time slot for your meeting with Public Services staff.
4. Discuss any request to serve refreshments at your meeting or to reserve equipment with Public Services staff.
5. The completed and signed *Meeting Room Request Form* must be returned to Public Services staff no later than two (2) months prior to the meeting and approval received from staff.
6. Public Services staff may call the applicant to confirm the date of the reservation and availability of equipment, upon applicant's request.
7. South Holland resident library card holders and South Holland business library card holders may reserve Library meeting rooms no more than twelve (12) times during a calendar year.
8. Recurring reservations for meeting rooms may be accepted for a period of up to three (3) months ahead of time requested.
9. Anyone cancelling a meeting is to contact the Public Services staff by phone (708-331-5262 x217 or x214) or in person. This should be done as much in advance as possible.

6.4 Meeting Room Hours and Time slots

Meetings must begin and end during normal Library hours. Use of the meeting room is limited to 3 hours per day per Applicant. Requests for a period longer than time slot must be specified on the Meeting Room Application form and approved by Library staff prior to scheduling the use of the Meeting Room. Meetings and cleanup are to be completed and attendees are to have left the meeting room 30 minutes before the Library's closing time.

The following time slots may be requested:

Monday:	10:00 am - 1:00 pm, 1:30 – 4:30 pm, 5:00 - 8:00 pm
Tuesday:	10:00 am - 1:00 pm
Wednesday:	10:00 am - 1:00 pm, 1:30 – 4:30 pm, 5:00 - 8:00 pm
Thursday:	10:00 am - 1:00 pm
Friday:	none
Saturday:	10:00 am - 1:00 pm, 1:30 - 4:30 pm

6.5 Refreshments

Light refreshments may be served in the meeting rooms. However, sponsors do not have access to a kitchen facility. It is the responsibility of the sponsors to prepare, serve and cleanup refreshments. If this privilege is abused in any way, Library staff reserves the right to deny any future requests to use the meeting rooms.

6.6 Advertising Your Event

The Library telephone number and address may be included in notices and publicity for an event. No agency may use the Library as its mailing address.

Notices and publicity must reference the requirements of the Americans with Disabilities Act (ADA) since all activities held in the Library are subject to the requirements of the ADA. The Library posts the following notice in conjunction with its published schedule of meetings to be held in the Library. The Applicant is responsible for including a similar notice regarding the opportunity for special accommodation with any publicity it releases for a meeting it will hold in the Library. The following is an example of wording that may be used:

“Any individual requiring special accommodations as specified by the Americans with Disabilities Act is requested to notify the Public Service staff at least 24 hours in advance of the meeting date.”

6.7 Endorsement

Use of the meeting room by outside agencies does not constitute the Library's sponsorship or endorsement of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement is permitted.

6.8 Indemnification

Any group or persons using the Meeting Rooms shall indemnify and hold harmless the Trustees and Staff of the South Holland Public Library and the Village of South Holland for any and all accidents that may be sustained on the premises. The Applicant will be required to sign the release section of the application form for use of the Meeting Rooms prior to being granted use of a meeting room. Any group or persons using the Meeting Rooms shall be held responsible for willful or accidental damage to the Library building, grounds or equipment.

6.9 What Facilities are available?

Reservations are limited to 100 people in the North Meeting Room and 20 people in the East Meeting Room. Applicants are responsible for returning the furnishings to their original positions at the end of the program if they are re-arranged during the meeting. No custodial services are available. The following furniture is available when using the Meeting Rooms:

North Meeting Room:

- 100 chairs (any over 50 have to be requested when reserving the room)
- 10 tables (any over 8 have to be requested when reserving the room)
- 1 lectern
- Coat rack

• East Meeting Rooms A&B:

- 20 chairs
- 3 tables

6.10 What Equipment is available?

Each Meeting Room has audiovisual equipment available upon request. It must be set up by the Library staff and so this service must be requested in advance, on the meeting room application and depends on staff availability.

North Meeting Room equipment includes:

- DVD player
- Microphone
- LCD projector
- Projection screen, housed in ceiling

East Meeting Room equipment includes:

- LCD Projector
- Screen
- Dry erase white board, markers

6.11 What do I do the day of the meeting?

1. When the Applicant who reserved the meeting room and is sponsoring the event arrives at the Library, he or she will supply Library staff with a photo identification card before the reserved meeting room will be made available. This identification card will be returned at the end of the meeting.
2. Meeting sponsors and attendees will not be admitted to the facility before the library is open and not until the Applicant is present.
3. The Applicant will receive the following (also found in Appendix 6.13.2)
 - Meeting Room Check In/Out Form
4. Staff will set up any equipment that has been requested prior to the meeting. No additional equipment or furniture can be supplied if not previously requested.
5. The Meeting Room Check In/Out Form is to be completed and returned to Library staff at the end of the meeting. Once the Meeting Room is checked by staff the Applicant's identification card will be returned.
6. Meetings and cleanup are to be completed and attendees are to leave the meeting room at least 30 minutes before the Library's closing time.
7. Event attendees may not remain in the Library after it is closed to the public.

6.12 Important Restrictions

The Library staff retains the right to cancel the reservation for any meeting or series of meetings when the following restrictions are ignored or violated or the staff deems this necessary for any reason.

1. All meetings must be free and open to the public, except for closed sessions convened by governmental bodies, in compliance with the Illinois Open Meetings Act.
2. Activities in the Meeting Rooms must not be closed to any person due to age, gender, race, sexuality, religion, national origin, disabling condition, or any other legally protected category.
3. When children attend events in the meeting rooms, adult supervision must be provided at all times. Chaperones must be at least 18 years of age and there must be a ratio of at least one (1) chaperone for every eight (8) children in the group. Children under the age of 12 may not be left unattended in the library during meetings.
4. The Meeting Rooms are not to be used for gatherings to advocate positions on public policies or candidates, nor for commercial purposes.
5. Solicitation of names and addresses of attendees for business purposes, distribution of commercial literature, business cards, the sale of merchandise, collection or exchange of funds is prohibited. Private counseling, tutoring and other individual sessions are permissible only if offered to clients free of charge.
6. Social functions such as receptions, showers, birthday parties and dances are not allowed. Bingo and gambling-style activities are not permitted.
7. Exceptions to program prohibitions are permissible for Library sponsored events. Examples of such events include, but are not limited to, the following: author book talks where books are sold, craft programs and comic con events.
8. Programs that are not suitable for the Library's physical facilities or that would interfere with the Library's normal operation are not allowed.
9. Programs or gatherings that present a clear and present danger to the welfare of the participants, attendees, Library staff, users, and/or the community are not allowed.
10. Smoking is not permitted in the Library.
11. Nothing may be attached to the meeting room walls. The Dry-erase board may be used for postings.
12. The Library does not permit use of additional equipment other than that provided by the Library without prior approval.
13. The Library cannot supply storage space for equipment or supplies used by outside organizations.
14. Permission to use a meeting room may be withheld from persons or groups who have damaged any library room, carpet, equipment, furniture, facilities or grounds or that have caused disturbances or failed to comply with the library's rules and regulations.
15. The library reserves the right to cancel any meeting or reservation due to physical risk or other circumstances, such as building or weather related emergencies.
16. An Applicant who has been denied permission to use the meeting rooms by the Public Services staff may appeal to the Library Director. If the Applicant and the Library

Director do not reach an agreement, the applicant may request consideration of the issue by the Library Board of Trustees at their next scheduled meeting. A written request for a variance and all written documentation supporting the appeal must be delivered to the Library Director at least one (1) week prior to the Board meeting.

17. If violations of this policy occur, individuals or groups may be required to leave the library immediately and/or may be banned in the future.

6.13 Appendices

6.13.1 Meeting Room Request Form

6.13.2 Meeting Room Check In/Out Form

6.13.1 Meeting Room Request Form

ORGANIZATION INFORMATION

Organization: _____ Projected Attendance: _____

Purpose of Meeting: _____

*Applicant's Name: _____ SHPL Card #: _____

Address: _____

Phone: _____ Email Address: _____

***Applicant must be a South Holland Public Library card holder in good standing and must be present at all meetings listed below.**

MEETING ROOM INFORMATION

Meeting Room Requested: North Meeting Room (Capacity 100)
 East Meeting Room A&B (Capacity 20)
 East Meeting Room A (Capacity 8) East Meeting Room B (Capacity 12)

3 Hour Time Slot Options:

Monday: 10:00 am - 1:00 pm, 1:30 – 4:30 pm, 5:00 - 8:00 pm
Tuesday: 10:00 am - 1:00 pm
Wednesday: 10:00 am - 1:00 pm, 1:30 – 4:30 pm, 5:00 - 8:00 pm
Thursday: 10:00 am - 1:00 pm
Friday: none
Saturday: 10:00 am - 1:00 pm, 1:30 - 4:30 pm

All dates and times may not be available.

➡ Meetings must conclude at least 30 minutes before closing or at the request of Library staff.

No more than 12 Meeting Room requests during a calendar year.

No recurring reservations will be accepted over three months in advance.

For Internal Use	
Approved	<input type="checkbox"/>
Denied	<input type="checkbox"/>
Entered in:	
Calendar	<input type="checkbox"/>
Evanced	<input type="checkbox"/>
Scanned Form	<input type="checkbox"/>
Date:	_____
Staff initials:	_____

Dates & Time Slots Date: _____ Times: _____
Requested: Date: _____ Times: _____
 Date: _____ Times: _____

Are you serving refreshments: Yes No **Please note there is no kitchen access.**

Equipment requested: DVD Player Microphone Multi-Media Projector Projection Screen

LIABILITY WAIVER/INDEMNIFICATION AGREEMENT

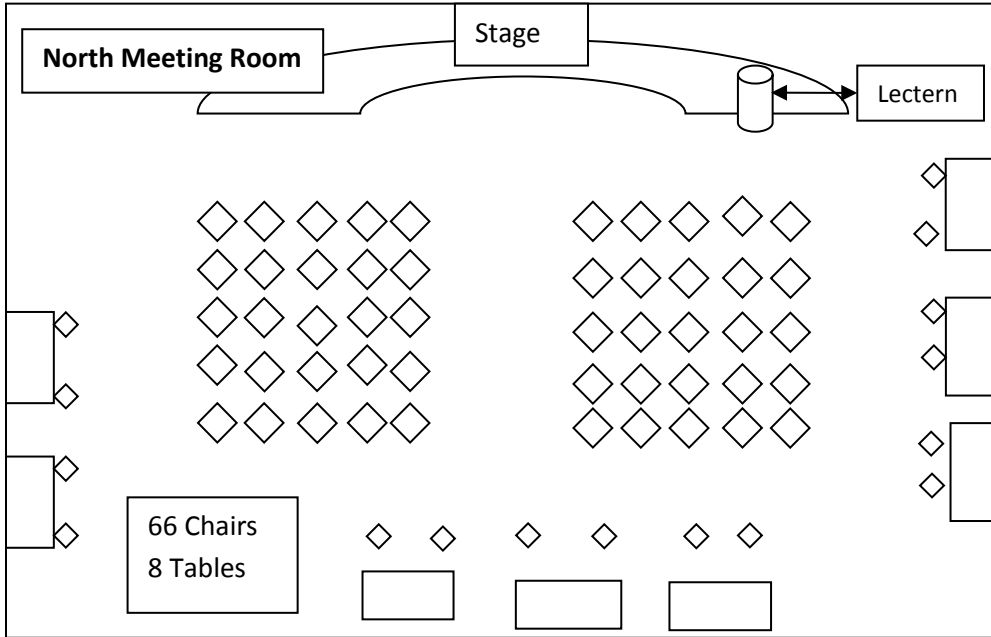
I hereby agree to abide by the rules and regulations regarding the use of this room as set forth in 6.0 Meeting Room Policy of the South Holland Public Library. We indemnify and hold harmless the Trustees and Staff of the South Holland Public Library and of the Village of South Holland for any and all accidents which may be sustained on the premises, and we agree to be responsible for any and all willful and/or accidental damages to the Library building, grounds and equipment resulting from the use of the meeting room. We agree to abide by the requirements of the Americans with Disabilities Act.

Applicant Signature _____ Date _____

6.13.2 Meeting Room Check in / Check Out Form

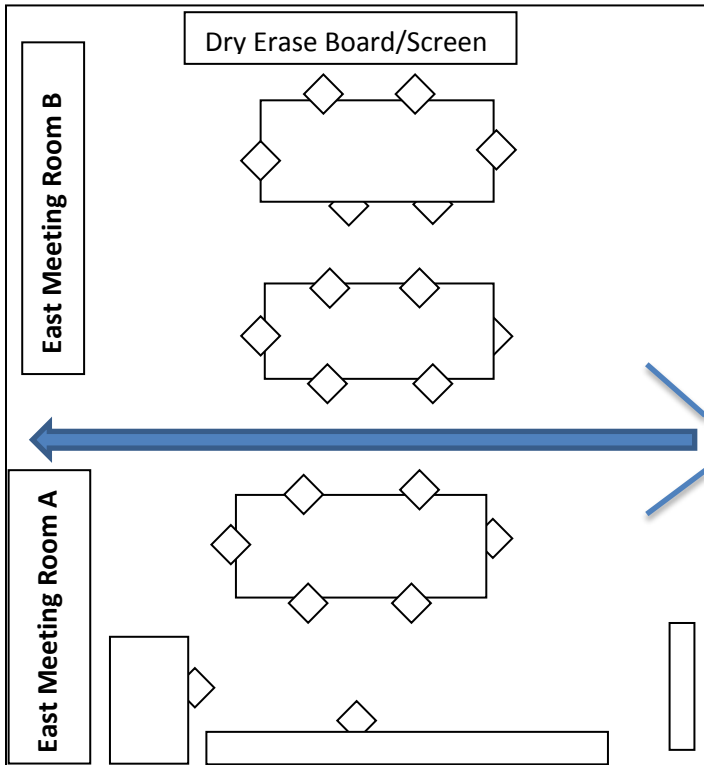
Date: _____ **Applicant Checking In:** _____

Meeting Room Requested: North Meeting Room (Capacity 100) OR East Meeting Room A&B (Capacity 20) OR East Meeting Room A (Capacity 8) OR East Meeting Room B (Capacity 12)



North Meeting Room

Chairs and tables are available for use and may be moved during the meeting. At the end of the meeting, however, the room **must be** returned to the way it appears in this diagram.



East Meeting Rooms

Meeting rooms A&B may be combined or used separately. The dividing wall may be folded to the outside wall. There are three options for using the East Meeting Room:

1. Rooms A & B (capacity 20 people)
2. Room A (capacity 8 people)
3. Room B (12 people)

Tables and chairs may be moved, but the room **must be** returned to the configuration shown in the diagrams on the left.

