

MEETING SPACE POLICY

Stickney-Forest View Public Library District

Adopted by the Stickney-Forest View Public Library District Board of Trustees

March 26, 2014

The Stickney-Forest View Public Library District provides meeting space for individuals and groups as a public service. Meeting rooms may be booked by area residents, individuals from neighboring communities, community groups, non- or not-for-profit groups at the discretion of the Library Director. The booking of a meeting room does not imply Library endorsement of the content and speakers of meetings held in the Library. In making such rooms available, the Library aspires to meet the principles set forth in the Library Bill of Rights.

All meetings must be open to the public without charge. An exception is made for meetings of staff, official committees, commissions, The Library Board of Trustees and Boards of the Villages of Stickney and Forest View, Stickney Township, as well as other governmental bodies that are members of the Council of Governments which may, when permitted by law, be closed to the public.

The Director is authorized to establish reasonable regulations governing use of the meeting rooms. The Library reserves the right to decline meeting room requests that do not meet the spirit of this policy.

A. MEETINGS

When not needed for Library use, meeting rooms are available on a first-come, first-served basis for meetings that are educational, cultural, political, civic, or charitable.

Meetings may not disturb the normal operations of the Library or pose a safety hazard.

The sale, advertising, solicitation or promotion of products or services is not allowed in Library meeting rooms.

Admission fees, fundraising and collecting donations are not permitted before, during or after meetings. Off-site admission fees or pre-payment to attend a meeting are not allowed.

Presentations that are primarily commercial in nature, rather than educational, are not permitted. Individuals who wish to be featured at a Library program should contact Library staff.

Meeting rooms may not be used for private social gatherings or parties.

B. HOURS

Meetings may be scheduled for all hours when the Library facility is open.

C. FEES

Fees are not charged for the use of Library meeting spaces. But Library programs and Library business is granted first priority and access to the meeting spaces within the Library.

D. RESERVATIONS

The Library reserves the right to cancel any reservation due to unforeseen circumstances, including those which reasonably cause the Library Director or the Assistant Director to view the meeting as likely to materially and substantially interfere with the proper functioning of the Library or likely to create excessive noise or a significant safety hazard.

E. RESPONSIBILITY OF USERS

Any person using meeting space must confirm the meeting space reservation with staff before being granted access, and must be present throughout the scheduled meeting or event.

A person using meeting space must assume legal responsibility for their or their group's activities in the Library. Any group or individual that abuses the meeting room privilege shall lose the right to use the meeting rooms.

All users are responsible for complying with the provisions of the Americans With Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

The Library is not responsible for any accidents that may occur on Library property to individuals attending programs or meetings in the Library. Organizations using the meeting rooms will be held responsible for any accidents occurring as a result of the group's activities. Meeting room users will be held responsible for any damage to the Library building, grounds, or equipment due to negligence or willful misconduct.

At the conclusion of a meeting, the room must be returned to its original condition.