

## **Meeting Space Policy**

(Adopted March 2014; revised June 2017; revised March 2018)

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, and nonprofit 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.

### **Available Rooms**

All rooms come with tables, chairs, and power outlets. Some rooms may be combined to create a larger meeting space.

Community Room: 50 capacity

Equipment: VGA/HDMI access panel; screen; overhead projector; Blu-Ray/DVD Player

Group Meeting Room A: 8 capacity

Equipment: VGA/HDMI/RCA access panel; wall-mounted display

May be combined with Group Meeting Room B

Group Meeting Room B: 8 capacity

May be combined with Group Meeting Room A

Instruction Lab: 14 capacity

Equipment: VGA/HDMI/RCA access panel, wall-mounted display; podium

Media Lab: 6 capacity

Equipment: VGA/HDMI/RCA access panel, wall-mounted display

May be combined with Conference Room

Conference Room: 10 capacity

May be combined with Media Lab

### **Additional Equipment & Services**

Requests for equipment or services must be made at the time of booking, or at least 24 hours in advance of the meeting. Availability of equipment or services cannot be guaranteed, even when requested. Coffee service carries a fee of \$1 per person.

Staff will set up requested equipment and provide basic use instruction. Staff will not be present to operate equipment during meetings, programs, or events. The Library does not provide storage for any group.

### **Reservations**

First priority of meeting rooms is given to library-sponsored events and programs. Rooms are available on a first-come, first-served basis, unless reserved in advance at the desk. A notice of cancellation of a meeting room reservation is required as early as possible before an event.

The Library reserves the right to cancel any reservation due to unforeseen circumstances, including those which reasonably cause the Library 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.

### **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.

### **Hours**

Meetings may be scheduled for all hours when the Library facility is open for up to two hours. All meetings are to end and rooms to be vacated 15 minutes before closing time.

### **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.

### **Limits of Use**

Library staff must have free access to meeting rooms at all times. The Library retains the right to monitor all

meetings conducted on Library premises for the purpose of ensuring compliance with the Library rules and regulations.

The Media Lab and Conference Room on the 2<sup>nd</sup> level have priority use for teens during all non-school hours, including, but not limited to, weekdays after 3 pm, weekends, summer break, and holidays. Adults are welcome to use any of the Library's other available study spaces at those times. If no other space is available, use of the Media Lab and/or Conference Room is limited to 2 hours.

Use of the meetings rooms by outside agencies does not constitute the Library's endorsement of viewpoints expressed by participants in the program. Announcements implying or stating such endorsement are prohibited. No signage may be set outside the meeting room or on Library Property, unless approved for display on the community bulletin board. Groups may not block or cover meeting room doors.

Publicity for any event in the meeting rooms must clearly state that the organization is the sponsor and the Library is the location. The Library telephone number is not to be included in any news releases or flyers publicizing the event. No group may use the Library as a mailing address.

The Director may deny the use of a meeting room at his/her reasonable discretion, based on anticipated availability of parking spaces, the requested time of the event, or other factors which may impair the public's access to library services.

### **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. No decorations may be affixed to the walls or library furniture which may cause damage when removed.

At the conclusion of a meeting, the room must be returned to its original condition. If a cleaning service is required for damage done to the meeting room, all charges will be the responsibility of the contact person who requested the room.

---

**Related**

SFVPLD Patron Code of Conduct Policy

SFVPLD Internet Acceptable Use Policy

SFVPLD Community Bulletin Board Policy