

## **MEETING ROOM POLICY**

The Glenview Public Library provides public meeting room space to support the Library's mission to educate, enrich, inspire and entertain. Meeting rooms are made available to meet the operational needs of the Library, and also to provide accommodations for educational, informational, cultural and civic functions within the community.

For purposes of this Policy, Meeting Rooms shall refer to the Library's Multipurpose Room and the Community Room, both East and West.

### **Availability and Use**

Library Meeting Rooms shall only be available on those days and during those hours that the Library is open to the public, except when the group holding the meeting is willing to pay the full cost of the library staff necessary to maintain the security of the premises after hours.

Meeting room applications are accepted on a first come, first serve basis. When there is a scheduling conflict, priority for Meeting Room use is assigned as follows:

- Library operational uses;
- Library sponsored programs and activities, including functions of the Friends of the Glenview Public Library;
- Educational, informational, cultural and civic programs sponsored or co-sponsored by the Library and related to its mission, collections and services;
- Meetings of the Village of Glenview and other agencies or departments of local government;
- Meetings of Glenview organizations whose purposes are educational, cultural or civic in nature and classified as not-for-profit (501(c)3);
- Meetings of Glenview businesses and individual Glenview Library card holders
- Meetings by non-Glenview businesses and organizations, , which are appropriate to the mission and facilities of the Library.

Meeting Rooms shall not be available for the conduct of any illegal activity, or for social gatherings e.g. private parties, receptions, rallies, or for the transaction of commerce or business.

Meeting Rooms may be used for fund raising activities and the transaction of business or commerce, when it results in a direct financial benefit to the Library and which has received prior approval of the Library Board or the Library Director.

9/16/10

Rev. 7/17/14

Rev. 9/25/15

Rev. 03/16/17

Rev. 04/19/18

Rev. 11/15/18

The Glenview Public Library reserves the right to refuse use of its Meeting Rooms for any program deemed unsuitable for the Library's facilities or incompatible with its purposes. Meetings, programs or events may not disturb or disrupt Library users or staff, endanger the Library building or collection, or otherwise interfere with the proper functions of the Library. Meetings or programs which cause excessive noise, safety hazards, security risks, etc., are prohibited. The Library reserves the right to terminate any meeting, program or event that disrupts or interferes with normal Library operations.

## **Endorsement**

The Library is not responsible for the content of the assembly or speech during the meetings, programs or events held on its premises. The permission to use the Library's meeting room facilities does not constitute Library endorsement of any business or commercial enterprise, or the philosophies, practices or viewpoints of presenters, participants or attendees; nor does it constitute Library sponsorship, promotion or endorsement of any political party, political position, candidate for public office, or referendum question.

## **Application**

- Advance written application for use of a meeting room is required and must be made on the Meeting Room Application Form provided by the Glenview Public Library. The application must be completed in its entirety by a qualified officer or designated representative of the group or organization who has a valid Glenview Public Library card in good standing, and must be at least eighteen (18) years of age. Applications must be returned to the Library's Business Office before the meeting will be placed on the Library's meeting calendar. All applications shall be reviewed to determine if the request complies with the Library's policy. Requests must be submitted at least thirty (30) days in advance of the desired meeting room date.
- Oral, electronic or written notice of approval or denial will be given to the person who signed the meeting room application.
- If a group is denied the use of a meeting room by the Business Office, it can appeal that denial in writing to the Library Director, and then to the Library's Board of Trustees.
- Any applicant or group planning a series of meetings must present a schedule of the preferred meeting dates at the time of application.
- Meeting Rooms may be reserved for multiple dates up to six (6) months in advance, for the period running January 1 – June 30, and July 1 – December 31. Groups that meet on a regular basis and wish to extend their reservations into the next six-month period must complete a new application and resubmit it to the Business Office. Such renewals are subject to the approval process. However, no group or person may secure priority for more than six (6) dates per six (6) month period, over any other user that reserves a Meeting Room at least 72 hours in advance.

9/16/10

Rev. 7/17/14

Rev. 9/25/15

Rev. 03/16/17

Rev. 04/19/18

Rev. 11/15/18

- Applications for use of the Library's meeting rooms shall be reviewed in order of their receipt. Priority in scheduling is detailed above - See **Availability and Use**.
- If the Meeting Room is to be used by a children's group, the application must be signed by an adult who shall assume responsibility as outlined above. Children/youth under 18 years of age must be under adequate and proper adult supervision at all times.
- No group shall reassign or transfer its room reservation (time or date) to any other group or organization.
- The signed Meeting Room Application Form constitutes an agreement that a meeting will take place. If a meeting is canceled, the Library must be notified within seventy-two (72) hours prior to the event, so that the room may be made available to others. Failure to notify the Library that a meeting has been canceled will be cause for denying future requests by that group for Meeting Room space and will result in forfeiture of any applicable fees.
- If, on the advice of law enforcement professionals, the Library staff or Board of Trustees determines that a reasonable possibility of threat to the safety of Library staff, patrons, or members of the public might occur, based upon prior experience of the group or speaker at this Library or at other occasions where the group has held a meeting which has been disruptive or had a potential for violence, the following shall be required: the individual or group reserving the room shall be required to pay in advance by cashier's check the reasonably estimated cost of any special security measures needed to be taken for the meeting; and the individual or group reserving the meeting room shall obtain a bond for \$1,000,000.00 for injury or damage to property occurring at the meeting.
- The Library reserves the right to cancel the reservation for any meeting that has been scheduled. Where circumstances permit, the Library will attempt to provide the group with thirty (30) days' notice.
- The Library reserves the right to request/require a Certificate of Insurance from the group or organization applying for use of its meeting rooms, to be submitted with the completed Meeting Room Application.
- Unless otherwise provided in this Policy, any person or group that violates any of the terms of this Policy shall be given one warning. Subsequent infractions of the same or other term of this Policy shall be cause for denial of the Library Meeting Rooms for up to one year.
- Any person or group that provides false information on its application shall be subject to denial of the use of Meeting Rooms for up to one year.

## Fee Schedule

- Multipurpose Room - Use by an individual Glenview library cardholder, a not-for-profit (501c3) group or organization: \$25.00 for 1 – 4 hours; \$50.00 for more than 4 hours.
- Multipurpose Room: Use by a business - \$40.00 for 1 – 4 hours; \$80.00 for more than 4 hours.
- Community Room (East or West) - Use by an individual Glenview library cardholder, a not-for-profit (501c3) group or organization: \$50.00 for 1 – 4 hours; \$100.00 for more than 4 hours.
- Community Room (East or West) - Use by a business: \$75.00 for 1 – 4 hours; \$150.00 for more than 4 hours.
- Community Room – Entire (East AND West) - Use by an individual Glenview library cardholder, a not-for-profit (501c3) group or organization: \$100.00 for 1 – 4 hours; \$200.00 for more than 4 hours.
- Community Room – Entire (East AND West) – Use by a business: \$150.00 for 1 – 4 hours; \$300.00 for more than 4 hours.
- There shall also be a fee of \$30.00 for use of the kitchen. The kitchen is available with either the Multipurpose Room or the Community Room East or East/West combined. The kitchen is not available to groups that use the Community Room West only.
- Audio-Visual Equipment: There shall be a charge of \$25.00 for use of any library-owned audio-visual equipment in either the Multipurpose Room or the Community Room. The library will provide personnel to assist in its setup.
- Seating: There will be a fee of \$25.00 for a custom seating arrangement in either the Multipurpose Room or the Community Room. There is no charge for the basic seating set-up.
- The fees shall be payable at least seven (7) days prior to the scheduled meeting and shall be paid at the Business Office or, if after Office hours, at the Circulation Desk, when paid in person. The fee may also be mailed to the Glenview Public Library, to the attention of the Business Office. Checks should be made payable to: Glenview Public Library.
- Fees shall not be charged for Library and/or Library sponsored meetings or programs or those of the Friends of the Glenview Library, Village of Glenview and other Village governmental entities.
- Cancellation of a scheduled meeting with less than seventy-two (72) hours' notice will result in forfeiture of any/all meeting room fees paid.

9/16/10

Rev. 7/17/14

Rev. 9/25/15

Rev. 03/16/17

Rev. 04/19/18

Rev. 11/15/18

- The Library Board reserves the right to adjust these fees based upon usage and experience.

**Meeting Room Set-Ups:** The Library will provide a basic room setup as follows:

- Multipurpose Room: round tables with chairs (five tables with 5 chairs each); 10 additional chairs along the wall; one table for sign-up and materials, hand-outs, or refreshments, etc.
- Community Room (East and/or West): auditorium-style seating in accordance with room capacity; one table for sign-up and materials, hand-outs; two tables for refreshments, etc.
- There will be no fee charged for basic room setups. Custom seating arrangements are available for an additional fee. Refer to Fee Schedule above.

### **Equipment**

The following equipment is available for use in Library meeting rooms:

- Community Room (East and/or West):
  - Lectern
  - Stacking Chairs - Total 180
  - 6 - Large Rectangular Folding Tables, 7' x 2' x 6"
  - 32 - Small Rectangular Folding Tables, 6' x 2' x 6"
  - Sound System
  - Free-standing Easel
- Multipurpose Room
  - Stacking Chairs - Total 40
  - 6 - 48" Round Flip-Top Tables
  - Sound System
  - Free-standing Easel
- Groups may arrange to use the following Library audiovisual equipment where available:
  - Ceiling-mounted HD Video Projectors
    - East and/or West Community Room (2 – one per side)

- Multipurpose Room (1)
- DVD Blu-ray Player (1)
  - Full Community Room use only
- Standard DVD Player (1) / Blu-ray DVD Player (1)
  - East and/or West Community Room
  - Multipurpose Room
- Ceiling-mounted HD Projection Screens (159 inch Diagonal)
  - East and/or West Community Room (1 per Room)
- Ceiling-mounted HD Projection Screen (106 inch Diagonal)
  - Multipurpose Room (1)
- Microphone attached to podium (1)
  - East and/or West Community Room
- Wired, Standup Gooseneck Microphone (1)
  - East and/or West Community Room
- Hand Held /Over Ear/Lavaliere wireless Microphones
  - East and/or West Community Room (1 of either noted above per half room)
- Wired Standup Microphone on chrome stand (1)
  - Multipurpose Room
- Assisted Listening Devices
  - East and/or West Community Room(3 per half room or 6 for full room)
  - Multipurpose Room (2)
- Wireless Internet Access
  - East and/or West Community Room
  - Multipurpose Room

Groups wishing to use any audio-visual equipment are responsible for making arrangements with library staff *a minimum of one week in advance* of the program, if they wish to receive instruction on its proper operation, and to confirm that the equipment meets presenter needs

### **Compliance with the ADA (Americans with Disabilities Act)**

The Glenview Public Library complies with the Americans with Disabilities Act, and all groups or organizations are responsible for ADA compliance of their respective meeting or activity when using its facilities.

Library staff will set up the room in such a manner that it will accommodate wheelchair participants. The Library is not responsible for a non-compliance condition created by the rearranging of any furniture once the room has been set up for a meeting.

The person signing the Meeting Room Application Form assumes responsibility, on behalf of the organization, for making any special accommodations necessary for persons with disabilities; such as, arranging for a signer for the hearing impaired. The group or organization also assumes responsibility for any additional cost incurred in making a special accommodation.

In addition, the person signing the Meeting Room Application Form shall be responsible for insuring that any oral or written promotions for the meeting will include a “special accommodation for the disabled” phrase, such as “individuals with disabilities who plan to attend this program and who require special accommodations in order to observe and/or participate in the program are requested to contact ( insert name and telephone number) at least five working days prior to the program, so that reasonable accommodations can be provided for them.”

### **Equal Opportunity**

The Library provides these meeting rooms as a limited public forum to support its informational, educational and recreational mission. Meeting Rooms are available on an equitable basis to community groups regardless of the beliefs or affiliations of the group. The Glenview Public Library’s meeting rooms will be available to reasonably accommodate all citizens, regardless of age, sex, race, religion, national origin or disability. The Library does not guarantee availability to any individual citizen or group.

### **General Rules and Regulations**

Any group or organization using the Glenview Public Library Meeting Rooms agrees to abide by all rules and regulations, procedures and policies of the Glenview Public Library.

- Upon arrival, the permitted groups or individual must check in at the Information Desk. The reserving individual or group must be present throughout the reservation. Groups must return to the Information Desk and notify Library staff when their meeting is finished.

9/16/10  
Rev. 7/17/14  
Rev. 9/25/15  
Rev. 03/16/17  
Rev. 04/19/18  
Rev. 11/15/18

- All meetings must be open to the public, with the exception of businesses, who may restrict use to their employees or a target group.
- Groups shall not exceed the legal posted capacity of the meeting room. It is the group's responsibility to monitor compliance with these regulations and to deny admittance to the room to people who would cause the group to exceed the posted capacity.
  - Community Room (entire) – (180)
  - Community Room East or West – (90)
  - Multipurpose Room – (47)
- Access cannot be denied to those who may not be members of the group or organization using the room, with the following exceptions:
  - Governmental bodies using the facilities are allowed by law to conduct meetings closed to the public, provided they are in accordance with the provisions of the Illinois Open Meetings Act.
  - Businesses may restrict use to their employees or a target group.
- No admission charge, collections, or other money-raising activities may be conducted in the meeting rooms, unless all proceeds are to go to the Library or the Friends of the Library. Organizations may collect dues at a meeting, but may not make payment of dues a requisite for attendance at a meeting. Groups may accept voluntary donations toward the cost of refreshments or materials, but no fee may be mandated.
- Library personnel shall 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 Library rules and regulations.
- Meetings, programs or events are limited to the meeting rooms, and may not impact Library areas outside the meeting rooms.
- Groups that intend to show films in any format (VHS, DVD, Blu-Ray, etc.) must secure public performance rights and provide proof of proper movie licensing at least two weeks prior to the date of the program, or meeting room use may be rescinded.
- The sale of items for profit may not take place in the library, with the exception of library-sponsored programs and book signings by the author.
- Organizations that meet in the Library may not use the Library as a mailing address. Exceptions to this rule must be approved by the Library Director.



- Library personnel are not available to assist with rearranging seating, or carrying supplies to and from the meeting room. Groups using the meeting rooms shall not rearrange seating, furniture or equipment.
- The Library will not provide storage for the property of any organization which meets in the Library building. The Library will not be responsible for the security or storage of any items owned by or in the possession of groups using the Library's meeting rooms.
- Light refreshments only may be served in the meeting rooms. Alcoholic beverages are NOT permitted on the premises at any time.
- Smoking is NOT permitted in the meeting rooms or in any other areas of the Library, nor is smoking allowed within fifteen (15) feet of the Library in accordance with Section 70 of the Smoke Free Illinois Act. Open burning, flames and smoke are not allowed in Meeting Rooms.
- Users of the Library's Multipurpose Room, the Community Room East or the Community Room in its entirety, may have access to a small, shared kitchen with basic amenities: refrigerator, sink and microwave. The kitchen facilities are provided for those wishing to serve beverages and/or light refreshments. Major food preparation is not permitted.
  - Intent to use the kitchen facilities must be designated on the Meeting Room Application Form, and approval is given on a first come, first serve basis. Any group using the kitchen is responsible for leaving the premises in a neat and orderly condition.
  - The group using the meeting room is also responsible for furnishing their own food preparation equipment and all food items, serving utensils, paper products and other supplies.
- Publicity is the responsibility of the group reserving the Meeting Room. The sponsoring group must be clearly identified on all promotional materials. Promotional materials should clearly state that this is "Not a Library Sponsored Event," and may not use either the Library's logo or its telephone number. No signage may be set outside the meeting room or on Library Property, and groups may not block or cover meeting room doors or windows.
- There is to be no taping, pinning, stapling or affixing of flyers or program materials, signs or decorations, to the walls or doors of the meeting rooms. The use of nails, tacks, hooks, tape, staples, glitter, confetti, paint, glue, wax or adhesives is prohibited. A free-standing easel may be used for display of materials, provided that it does not obstruct traffic flow. Arrangements for its use must be made in advance.

- Meeting rooms must be left as they are found. Waste must be placed in appropriate garbage and/or recycling receptacles.

### **Damages and Liabilities**

Each group or organization using the Library's Meeting Rooms must indemnify and hold harmless the Glenview Public Library (and the Village of Glenview) for any accidents which may be sustained on its premises.

In addition, each business, group or person using the Library's Meeting Rooms shall be responsible for damage to the room and its contents, including any Library equipment, used by the group. A charge will be assessed for any repairs, and anything beyond routine light cleaning made necessary by a Meeting Room user or group. The full cost of repairs, up to full replacement costs of damaged materials and equipment, will be assessed.

### **Withdrawal of Privileges**

The Library reserves the right to revoke permission to use any meeting room to any individual, group or organization that violates or refuses to comply with the rules and regulations established for use of the Meeting Rooms.