

MEETING ROOM USE POLICY

The Carol Stream Public Library (Library) is aware of the need for meeting space for local groups. Making available such accommodations to the public is a service the Library provides under conditions set by the Board of Library Trustees (Board).

Space, staffing limitations, and the conduct of Library business and programs necessarily require regulatory measures which affect the use of the meeting rooms. These measures may be modified for official Library functions when deemed appropriate. The Library reserves the right to cancel any existing reservation and/or deny permission to use a meeting room.

General Guidelines:

1. The meeting rooms are designed primarily to meet the operational needs of the Library in accomplishing its service goals. More specifically, they are intended for the following purposes in order of priority:
 - a) Programs sponsored or co-sponsored by the Library and relating to its collections and services.
 - b) Library-related meetings, including the Friends of the Library.
 - c) Meetings of the Village of Carol Stream and other agencies of local government.
 - d) Meetings of Carol Stream not-for-profit community groups and organizations whose aims are for educational, cultural, or for civic purposes of Carol Stream residents.
 - e) Carol Stream businesses and professional groups.
 - f) Other meetings which in the opinion of the Director are appropriate to the mission and facilities of the Library.
2. The meeting rooms are available on a first-come, first-serve basis. However, Library functions and programs have first priority, and Library needs may preempt existing room reservations.
3. The applicant must be eighteen (18) years of age and have a valid Carol Stream Public Library card. Applicant assumes responsibility, either individually or on behalf of the group, for use of the room and any financial obligations associated with that use.
4. Use of the meeting rooms by outside groups does not constitute Library endorsement of viewpoints or beliefs expressed by those groups and/or their members. No advertisement or announcement implying such endorsement will be permitted.
5. All meetings must be open to all citizens, regardless of age, sex, race, religion, national origin, or disability. All groups must comply with requirements of the Americans with Disabilities Act (ADA) and be responsible for providing qualified interpreters or having auxiliary aids available upon request.

Restrictions:

1. The meeting rooms may **not** be reserved for any of the following:
 - a) Wedding receptions, showers, birthday parties or other social events
 - b) Religious services or proselytizing
 - c) Meetings by a political candidate or organization for a candidate
 - d) Money-raising activities for non-library events
2. No admission charges, collections, sales or any money-raising activities are allowed.
3. Organizations may not use the Library for their mailing address or telephone contact.
4. Meetings featuring activities that by their nature are disruptive to the Library routine are not permitted.

Facilities and Equipment Available:

Discovery Room: Capacity not to exceed 30 persons using Lecture-style room setup

Horizon Room: Capacity not to exceed 45 persons using Lecture-style room setup

Projection Equipment and Screen

Stackable Chairs

Folding Tables (24" x 72")

Availability of the above furnishings and equipment is dependent upon the needs of the Library.

Reservations and Scheduling:

1. Application for use of a meeting room is located on the Library's website.
2. Applications may be submitted not less than three days and not more than eight weeks prior to the meeting date.
3. Applicants must complete, and submit to the Library within five (5) days of request for reservation, the agreement form located on the last page of this document. This agreement must be updated annually.
4. Applicants may request a specific room. The Library reserves the right to change the room selection.
5. Applicants are limited to one (1) room reservation per calendar month.
6. Cancellation of meetings must be made at least twenty-four (24) hours before the scheduled time by notifying the Meeting Room Coordinator.
7. Applicants are not permitted to allocate a reservation to another group.

Hours:

A meeting room may be available for request Monday through Thursday from 9:00 a.m. to 8:45 p.m.; Friday from 9:00 a.m. to 5:45 p.m.; Saturday from 9:00 a.m. to 4:45 p.m.; and, Sunday from 1:00 to 4:45 p.m. Access to the Library before or after regular hours is not permitted.

Fees:

Carol Stream businesses and professional groups will be charged a minimum of \$25 per hour including set-up time. Payment is expected at the time of the reservation.

Set-up:

One of several standard set-ups must be selected when requesting a reservation.

Meeting Room Regulations:

1. The meeting rooms are to be left in the condition in which they were found. The applicant will be responsible for any and all damages that may occur as a result of the use of the facilities.
2. Organizations using the meeting rooms may not require personal information from program attendees.
3. Prepared light refreshments may be served. Alcoholic beverages, cooking, reheating or open flames are not permitted. Groups must supply their own food products and paper goods
4. Equipment, supplies, or personal effects cannot be stored or left in the Library before or after use of the meeting rooms.
5. The Library does not provide special parking facilities for members of groups using the meeting rooms, nor service to carry supplies, provide office supplies, or photocopies. All groups must provide their own support for preparation and clean up.
6. Nothing may be attached to walls or ceilings of the meeting room or the Lobby.
7. Use of hazardous or dangerous materials is not permitted.

If a group or organization fails to comply with these rules and regulations, appropriate charges may be assessed and future reservations may be denied.

Questions that are not covered in this Policy should be addressed to the Meeting Room Coordinator.

The Board of Library Trustees reviews the Meeting Room Policy periodically and reserves the right to amend it at any time.

Carol Stream Public Library

AGREEMENT FOR USE OF MEETING ROOM

I have read the Meeting Room Policy (Policy), and our Organization will adhere to all rules as stated:

I, _____, the duly authorized agent of
(Printed name of applicant)

_____,
(Printed title of the "Organization"),

have read the Policy, the terms of which are incorporated in this Agreement by reference, and represent and agree that the Organization and the Members will adhere to all rules as stated in the Policy.

The undersigned, the Organization and/or the Members agree to defend, indemnify, and hold harmless the Board of Library Trustees of the Village of Carol Stream, its agents, officers, and employees from all claims, suits, losses, damages, and expenses, including reasonable attorney's fees, which arise from performance or failure to perform under terms of this Agreement, or from the use of Library premises or facilities by the Organization and/or Members, regardless of whether any such claim, suit, loss, damage, or expense is attributable to negligence or other wrong doing of the Organization and/or the Members.

By: _____
(Signature of applicant)

Date: _____ Staff: _____

Adopted by the Board of Library Trustees of the Village of Carol Stream at a regularly scheduled meeting on May 21, 2008.

Revised October 2010

Revised December 2017