

ROSELLE PUBLIC LIBRARY DISTRICT MEETING ROOM POLICY

GENERAL GUIDELINES

The Roselle Public Library District (the “Library”) provides meeting rooms to meet the operational needs of the Library. The Library also welcomes the use of its meeting rooms for educational, cultural, civic and informational functions of the Roselle community. Permission to use a meeting room does not constitute an endorsement of a group’s policies or beliefs.

PRIORITIES

Use of the meeting rooms will be assigned in priority order to ensure the spaces will be of benefit to the greatest numbers of Library cardholders and Roselle residents. Reservation priority will be given in the following order:

1. Library sponsored meetings and programs
2. Friends of the Library and Roselle Public Library Foundation sponsored meetings and programs
3. Non-profit sponsored meetings or programs
4. Organizations engaged in cultural, civic, educational, intellectual, or charitable activities
5. Commercial organizations located in the Roselle Public Library District
6. Other meetings or programs

All meetings must be open to the public and for groups qualified under number three (3) through six (6), at least one member of the group or organizations must be a Roselle Public Library District cardholder or a resident of the Village of Roselle.

Groups must comply with the provisions of the Americans with Disabilities Act and are responsible for providing a qualified sign-language interpreter or other available auxiliary aids when informed of the need of same by an attendee at least forty-eight (48) hours in advance of the meeting.

When utilizing Library meeting spaces other Library policies are applicable, including: Unattended Children Policy, Patron Behavior Policy, and Alcoholic Liquor Sales Policy.

REGULATIONS

1. The Library meeting rooms may not be reserved for social gatherings such as showers, birthday parties, and dances.
2. No fundraising, collections, admission charges or other money raising activities are allowed in the meeting room unless all proceeds go to the Library.
 - Groups may charge attendees for the actual costs of materials used in a program, i.e. workbooks, handouts, supplies, etc. This must be disclosed at the time of application.
3. Meetings will not be permitted that would interfere with normal Library activities. Excessive noise or use of hazardous materials is prohibited. Animals are not allowed in the meeting rooms unless they are used to assist persons with disabilities or as part of a Library-sponsored program.
4. The name, address, and telephone number of the Library may not be used as the address or headquarters for any group using the Library for meeting purposes. Groups may not imply, by any means, including any publicity or press releases, that their meeting or group is sponsored, affiliated, or recommended by the Library. Groups may not direct to the Library telephone, even on a temporary basis, calls relating to their meetings.
5. Meeting rooms are not available for use by political candidates for campaign purposes.
6. Meetings must be open to the public. Groups using the meeting room may not deny access on the basis of race, religion, sex, age, national origin, or physical or mental disability.
7. Organizations composed of members under the age of eighteen (18) must have one adult chaperone in attendance for every fifteen (15) attendees under the age of eighteen (18). The chaperones will assume responsibility for the group's activities.
8. Groups may be charged for the cost of stain removal and carpet cleaning, if any, to address any such damage that may occur during their use of a meeting room, or any other service to repair damage to the room or its contents, which may exceed their deposit.
9. Permission to use the Library meeting rooms may be withheld from groups that cause damage any room, carpet, furnishings, equipment, furniture; or cause a disturbance, fail to leave at the scheduled time or comply with the rules and regulations of the Library.