

## **ROSELLE PUBLIC LIBRARY DISTRICT POLICY FOR MEETING ROOM**

### **GENERAL GUIDELINES:**

The Roselle Public Library District 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.

### **PRIORITIES:**

Priority for use of the rooms 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. Educational, cultural, civic and public information events of not-for-profit organizations located in the Roselle Public Library District or whose membership includes at least 50% Roselle Public Library District residents.
4. Educational, cultural, civic and public information events of not-for-profit organizations that serve the Roselle area.
5. Commercial organizations located in the Roselle Public Library District.

### **RESTRICTIONS:**

1. The library meeting rooms may not be reserved for social gatherings such as showers, birthday parties, and dances.
2. No fund raising, 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 tend to 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. Neither the name, address, nor telephone number of the Roselle Public Library District may 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 Roselle Public

Library District. 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. Meeting rooms are available for non-profit, non-partisan groups as a venue for informational meetings/presentations with the understanding that there is limited seating and the maximum amount of people in attendance must be within the fire code and/or seating availability for the specified meeting room.
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. Despite any provision in this policy to the contrary, recommendation of the suitability of particular programs for certain age groups may be included in information disseminated concerning library-sponsored events. 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 48 hours in advance of the meeting.
7. Organizations composed of members under the age of 18 must have one adult chaperone in attendance for every 15 attendees under the age of 18. The chaperones will assume responsibility for the group's activities. (This requirement may be waived for conference room only.)
8. Baby-sitting service for the children of persons attending meetings is not provided by the Library. Unattended children will be subject to the library's rules for patron behavior.
9. Smoking is not permitted in the meeting rooms or in any public area of the library including the restrooms, or within fifteen (15) feet of the entrance of the Library.
10. Alcoholic beverages and illegal drugs are prohibited.
11. 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 the \$25.00 deposit.
12. Persons using the meeting room are subject to the rules governing patron behavior in the library.
13. Permission to use the library meeting rooms may be withheld from groups damaging the room, carpet, furnishings, equipment and furniture, or causing a disturbance, failing to leave at the scheduled time, or failing to comply with the rules and regulations of the library.

## **RESERVATIONS:**

1. Reservations may be applied for online 24 hours a day and submitted to the Business Office. If web access is not available, a meeting room application form may be requested from the Business Office.
2. Application for the use of the library meeting rooms does not guarantee approval. Applications that are eligible based on the priorities and other conditions stated in this policy will be approved on a first-come, first-served basis.
3. Applications should be submitted as far in advance as possible to ensure the best possible chance of being approved for the desired date(s).
4. Application should be made no later than 10 days before the event to allow time for processing of the application.
5. No organization may use library meeting rooms more than one time per month with the exception of library-sponsored events or events sponsored by the Friends of the Library and the Roselle Public Library Foundation.
6. Reservations are considered tentative until application is received and approved. Confirmation or denial of use of the meeting room will be made in writing.
7. When it is necessary to cancel a meeting room reservation, the Business Office should be notified as soon as possible in order to allow another group to use the room. Failure to cancel at least 48 hours in advance of the meeting may result in future reservations being denied. It is understood that, under unusual circumstances such as severe weather, it may not be possible to cancel 48 hours in advance. At the discretion of the Executive Director, the Library reserves the right to cancel any reservation or to relocate any scheduled meeting if circumstances warrant it.
8. The person making the application shall be the responsible party and the contact person, unless specified otherwise, and shall be the only person authorized to make changes in room arrangements.
9. Organizations must submit a refundable \$25.00 deposit at the time of application. If only one meeting room date is requested on the application form, the deposit check will not be deposited by the library and will be returned by mail to the organization after its event is over and the kitchenette and meeting room have been inspected and found to be in good condition.

If multiple meeting room dates are requested on the application form, the check will be deposited by the library. After each meeting room use, the room(s) will be inspected, and if the room(s) have been found to be in good condition, a Roselle Public Library check will be mailed to the organization after all meeting room dates on their application have been completed. The library will retain the \$25.00 deposit should the meeting rooms, require cleaning. The organization will be notified that the cleaning fee has been retained and an additional \$25.00 deposit must be submitted for continued use of the meeting room.

Fees will not apply to library-sponsored programs, organizations of which the library is a member, Friends of the Library and the Roselle Public Library Foundation.

10. Organizations using the meeting room are responsible for setup of tables and chairs. The amount and type of equipment required must be stated in the application.
11. No organization may assign its reservation to another organization.
12. The Library's Meeting Room may be reserved up to six months in advance. All organizations, including groups requesting use of meeting rooms monthly or booking rooms on a standing basis, will be asked to resubmit a room use request no earlier than thirty (30) days prior to the end of each six (6) month period. The six (6) month time period being: September 1 through February 28 and/or March 1 through August 31 of each year.
13. Organizations claiming not-for-profit status must submit proof of not-for-profit status with application.
14. The Library has the right to cancel prior reservations due to maintenance needs.

**ENDORSEMENT:**

Permission to use library meeting rooms does not constitute endorsement of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement will be permitted.

**TYPE OF FACILITIES:**

The library has the following meeting rooms available for groups:

- Meeting Room A -- seats up to 60 people (with kitchenette & projection screen).
- Meeting Room B -- seats up to 30 people (no kitchenette, no projection screen).
- Combined Meeting Rooms (A and B) -- seats up to 60 people (with kitchenette and projection screen).
- Conference Room -- seats up to 10 people (with kitchenette).

**EQUIPMENT AVAILABLE:**

The following equipment is available when using the meeting rooms:

<u>Furniture</u>	<u>No Rental Fee</u>
Tables, Rectangular	7
Tables, Round	1
Chairs	60
Lectern	1

Audio-Visual Equipment

Rental Fees Apply

- Marking Board (\$5.00)
- Projector Stand (\$5.00)
- Microphone (\$5.00)
- Easel (\$5.00)
- TV Monitor w/built in VCR/DVD (\$25.00)
- Overhead Projector (\$25.00)
- Built-In Projection Screen (\$5.00) (Meeting Room A Only)

Use of the equipment must be requested in advance at the time of application. There will be a non-refundable rental fee, as noted above, charged for each piece of equipment requested for use in the meeting room. Fees are due at the time of application. Groups must provide their own qualified personnel to operate audio-visual equipment. The library does not provide staff to operate equipment for non-library sponsored meetings. Users are liable for any damage to the equipment caused by improper use or negligence. In the event that an application is denied, all collected fees will be returned to the applicant.

**HOURS AVAILABLE:**

The hours available to use the meeting rooms are as follows:

Monday	9:30 a.m. - 8:45 p.m.
Tuesday	9:30 a.m. - 8:45 p.m.
Wednesday	9:30 a.m. - 8:45 p.m.
Thursday	9:30 a.m. - 8:45 p.m.
Friday	9:30 a.m. - 4:45 p.m.
Saturday	9:30 a.m. - 4:45 p.m.
Sunday	1:00 p.m. - 4:45 p.m.

All organizations must be out at closing time for the library. No access shall be scheduled earlier than the library's regular opening time. Groups failing to leave by the designated time may be denied future use of the Meeting Room.

**USE/CARE OF FACILITIES AND EQUIPMENT:**

1. The meeting rooms are to be left as they were found. No additional furniture or Library owned equipment other than that requested on the application will be permitted. Applicants may bring their own equipment.
2. Attendance at meetings must be limited to the capacity stated in this policy.
3. Use of the vestibule area outside of the meeting rooms for tables, chairs, signs etc. is not allowed. Use of directional signage must be requested in application.
4. Equipment, supplies or personal effects cannot be stored or left in the meeting rooms. The storage closets are not available for public use.

5. The library does not provide service to carry supplies, make coffee, provide office supplies or photocopies. All organizations must provide their own support for setup and clean-up.
6. There are no vending machines available to the public.
7. Simple refreshments may be served (coffee, cookies, etc.). Box lunches will be allowed, but no other meals of a more elaborate nature. The kitchenette in Room A or Combined Rooms A and B does not have a stove or microwave. User will be charged for stains to carpet caused by food or drink. The kitchenette in the Conference Room is equipped with a sink and an outlet for a coffee maker only, which must be provided by the organization.

**APPROVAL OF APPLICATION:**

The Executive Director of the Roselle Public Library is the chief person empowered to make decisions regarding the availability and use of the library meeting rooms. The Executive Director may delegate authority to approve meeting room requests in accordance with the above policy. Requests for exceptions to any of the above rules must be submitted in writing to the Executive Director at the time of application.

**REVISIONS:**

The Library Board of Trustees reserves the right to change any or all of the foregoing provisions without prior notice.