

Central Citizens' Library District's Meeting Room Policy and Meeting Room Rules and Regulations

General Policy

- The Meeting Room is designed primarily to support library functions, meetings, and library programs. The Meeting Room may be made available for use by members of the public under the following guidelines when not needed for library business.

Facilities

- The Meeting Room maximum occupancy is 45 people. Approximately 8 eight foot tables and 50 chairs are available.
- Use of the Library's projector, ELMO, screen, DVD player, speakers, and computer are available for use, when not in use elsewhere in the Library.

Priorities

- When not needed for library-sponsored programs, program preparation, and meetings, the Meeting Room is available on a first-come, first-served basis for meetings of governmental agencies, educational organizations, non-profit community groups, and business events. Central CUSD#4 usage requests will take precedent over public usage.

Fees

- Groups agree to pay for any special maintenance that may be required and any damage that may be done to the meeting room or to the library premises as a result of their use.

General Provisions

- Noise and conduct are expected to be maintained at a level that does not disrupt meeting room use or other people in the Library.
- The Meeting Room shall not be used in a way that materially interferes with the operation of the Library or which causes a threat to the safety of Library property or it's patrons.
- Materials and supplies of attendees may not overflow or infringe upon other Library spaces, staff, or Library patrons.
- Use of the Meeting Room will not be restricted due to the race, national origin, religion, sex, sexual orientation, age, political affiliation, physical limitation or affiliation of groups requesting its use. Individuals or groups using the meeting room may not discriminate on the basis of race, national origin, religion, sex, sexual orientation, age, political affiliation, physical limitation, or affiliation against any person requesting admission to a meeting.
- Meetings must be limited to stated capacity of the room.
- The Library does not provide storage space for property or supplies of groups using the meeting room. The library assumes no responsibility for private property brought into the building.
- The use of hazardous materials or lighted candles are not allowed. Use of heating elements for food service must be approved prior to use.

Endorsement

- Use of the Meeting Room in the Central Citizens' Library District does not constitute Library endorsement or sponsorship of any viewpoints expressed by participants in programs.
- Advertisement for meetings held in the Library, but not sponsored by the Library or Central CUSD#4, shall not imply Library endorsement or sponsorship.
- The name, address, or telephone number of the library may not be used as the official contact for any group using the Library for meeting purposes.

Restrictions

- All reservations must be made by a person 18 years or older. The person making the reservation must be present for the entirety of the reservation. All groups of persons under 18 years of age must be attended by an adult who will assume responsibility for the groups activities and for the proper care of the library

property and facilities. The responsible adult may not leave minors unattended in the library after the conclusion of a meeting.

- Groups with children must have at least 1 adult for every 12 children in attendance.
- Meetings or gatherings of any kind that would interfere (such as number of people greater than room size limits, activity or noise levels that disturb others) with the operation of the library or the safety of its users are prohibited. If a question is raised about the goals or activities of any organization, group, or individual requesting use of the meeting rooms, the Library Board shall be the final authority in granting or refusing permission for the use of the rooms.
- All electrical usage must meet the Illinois State Fire Code:[Building Services and Systems - 605.5 Extension cords: "This restriction means that multiple extension cords must not be connected to one another. Additionally, extension cords are limited to one appliance unless they are specifically approved multiplug extension cords."]

Care of Facilities

- The Meeting Room is to be left in the same condition as it was found.
- The kitchen space is available for use, as long as it does not interfere with staff meals/breaks.
- Dishes, disposable materials, and food items within the Library's cabinets are for Staff use only.
- Posters or displays cannot be fastened to the walls.
- Groups using the meeting room are responsible for the set-up and re-set of all tables and chairs used.
- The Meeting Room is available for use during regular library hours on the days the Library is open. No member of the organization may enter the library before it officially opens, and all participants must leave no later than 15 minutes prior to the closing of the library.
- Refreshments and light catered meals may be served. Alcoholic beverages are not allowed. Meal preparation is not allowed. All refreshments must remain in the meeting room. Groups serving refreshments must provide all equipment, utensils, and serving items.
- Groups are responsible for cleaning up and restoring the room to its original condition before leaving. This includes, but is not limited to, rearranging or stacking tables and chairs, cleaning tables and counters, sweeping floors, and taking food related or overflow garbage. Failure to do so will result in a warning letter advising the group that they did not clean up the room and restore the room to its original condition. A second violation will result in the assessment of a monetary penalty, in an amount sufficient to reimburse the library for the cost of janitorial services to restore the room and loss of meeting room use privileges.
- Set up and clean up must be accomplished within the time period for which the room is reserved.

Reservations

- Applications for reservations are to be submitted by an adult age 18 or older in advance using the form provided.
- Reservations will not be held until the Application form has been completed and approved.
- Application for the use of the Meeting Room facilities does not guarantee approval for said use.
- Requests for reservations will be honored on a first-come, first-serve basis up to 4 months in advance.
- No group may assign its reservation to another group.
- If it is necessary to cancel a reservation, the Library should be notified as soon as possible.
- The Library reserves the right to cancel any reservation.
- Permission to use Meeting Room may be withheld for Groups damaging the room and/or its contents, causing a disturbance of any kind, or any other failure to comply with the Meeting Room Policy. The contact person for each group is responsible for ensuring that each member of the group is aware of and abides by this policy.
- Any group or organization using the meeting room shall indemnify and hold harmless the Central Citizens' Library District for any and all damages, costs, or injuries which may arise out of its use of the premises. The library is not responsible for equipment, supplies, materials, or any other personal possessions owned by those using the meeting room.



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Application for Use of Central Citizens' Library District Meeting Room

Organization/Business Name: _____

Contact person: _____

Library Card # _____

Address: _____

Phone: _____

Email: _____

Meeting date requested: _____

Time (including set-up and clean-up): From _____ to _____

Expected attendance: _____

Nature of Use: Local group of Library Patrons Government Non-Profit Business

Audio-Visual Equipment Requested: Projector/Screen DVD/Screen/Speakers ELMO

I acknowledge that I have read and will abide by the Central Citizens' Library District's Meeting Room Policy and Meeting Room Rules and Regulations. I will be present throughout the meeting. I will be responsible for all others in the room. I will be responsible for any willful or accidental damages to the meeting room or furniture. I must indemnify and hold harmless the Central Citizens' Library District, its Board of Library Trustees, all library staff, and Central CUSD#4 for any and all accidents should any be incurred arising from or during the course of use of the room pursuant to this application.

I have read and understand the attached Meeting Room policy and will personally be responsible for compliance with them.

Signature: _____

Date: _____

For Office Use Only: Approved: YES NO Staff initials: _____ Date: _____