

BLUE ISLAND PUBLIC LIBRARY

Meeting Room Policy

POLICY STATEMENT

The Blue Island Public Library serves the educational, informational, occupational, cultural, and recreational needs of its patrons. The Library provides meeting room space to eligible groups for uses that clearly reflect these purposes. Use of the Library's meeting room for any activities that are inconsistent with these purposes will be denied.

I. APPLICATIONS

- A. The Meeting Room Application form must be completed by an officer or representative of the group seeking a meeting room reservation. Meeting Room Applications may be obtained at the Library's front desk.
- B. All Meeting Room Applications shall be reviewed by the Library Director.
- C. Applications must be submitted in advance of the meeting or event.
- D. The Library Director and, when applicable under this Policy, the Library Board of Trustees, will consider the following factors, among others, to determine approval or denial of a Meeting Room Application.
 - a. Whether the purpose stated on the Meeting Room Application is clearly consistent with the Library's purposes set forth above. The Library Board of Trustees has determined that the categories listed below are not consistent with those library purposes.
 - i. Commercial or "for profit"
 - ii. Religious worship
 - iii. Political party meetings
 - iv. Social gatherings such as showers, parties, and dances
 - v. The applicant has on any prior occasion made a material misrepresentation to the Library regarding the nature or scope of an event or activity previously permitted by the Library
 - b. Whether the proposed use will substantially or unnecessarily disrupt the normal, everyday operations of the Library or its use by library patrons;
 - c. Whether an applicant has previously violated any of the Library's Meeting Room Policies contained herein.

BLUE ISLAND PUBLIC LIBRARY

Meeting Room Policy

E. When a Meeting Room Application is approved by the Library Director, the use of the Meeting Room shall be subject to the following restrictions.

- a. No product or service may be sold, except in the case of payment for materials required for educational or group discussion use.
- b. No printed materials may be distributed on Library property without permission of the Library Director.
- c. The Meeting Room may hold no more than (50) persons.
- d. Children (18 Years old and under) are to be under adequate and proper adult supervision at all times.
- e. Any group or persons using the Meeting Room are responsible for willful or accidental damage to the Library building, grounds, equipment or contents.
- f. Any group or persons using the Meeting Room indemnify and hold harmless the Trustees and Staff of the Blue Island public Library and the City of Blue Island for any and all accidents that may be sustained on the premises.
- g. Absolutely no smoking is allowed in the Meeting Room.
- h. The Library does not provide storage space for equipment or supplies for groups using the Meeting Room.
- i. Audio-visual equipment is available and must be requested on the Application Form.
- j. No tacks, nails or scotch tape are to be placed on doors, walls or furniture.
- k. All publicity must carry the name of the organization sponsoring the meeting. The Library may not be identified as the sponsor.
- l. Neither the name nor the address of the Library may be used as the official address or headquarters of an organization.

The library reserves the right to monitor all meetings held in the Meeting Room.

BLUE ISLAND PUBLIC LIBRARY

Meeting Room Policy

If the rules and regulations are not followed by any group or persons, the Board of Trustees reserves the right to withdraw the privilege of the use of the Meeting Room for any further meetings by written notice to that group.

II. FEES

A. Meeting Room Use for Blue Island Public Library cardholders is \$10 / hour. The fee for **NON** Blue Island Public Library cardholders is \$20 / hour. Please make checks payable to: Blue Island Public Library.

B. Payment of fees must be made prior to meeting room use.

The Library Board reserves the right to refuse use of the room to groups that do not clean up after themselves.

III. PRIORITIES

Meeting Room Applications will be subject to the following priorities as to dates and times of Meeting Room use.

A. Library-sponsored meetings and programs

B. Friends of the Library and Library Foundation-sponsored meetings and programs

C. Nonprofit organization-sponsored meetings

D. All other meetings or programs for which a Meeting Room Application has been approved

If two or more groups of the same category listed above are requesting use of the Meeting Room for the same date and time, then priority will be given to the applicant who filed the Application first. A group or organization may be asked to change the date or time of its scheduled meeting in favor of a library-sponsored program or event.

IV. SUCCESSIVE USE

The following rules apply generally to all Meeting Room applicants and will be considered when determining priorities.

BLUE ISLAND PUBLIC LIBRARY

Meeting Room Policy

- A. No group or organization may reserve the Meeting Room for more than one meeting in one month.
- B. Different chapters of the same organization may not reserve the Meeting Room for the same date.
- C. No group may reserve dates for more than two months in advance.
- D. Dates may not be reserved daily, weekly, biweekly, or monthly.

V. CANCELLATIONS

All Meeting Room cancellations must be received by the Business Office no later than twenty-four (24) hours prior to the date and time for which the Meeting Room reservations has been approved. Failure to comply with this cancellation policy may result in the denial of future Meeting Room Applications by the same individual or group.

VI. DISCLAIMER

The Library does not necessarily endorse the philosophies or practices of the individuals, groups, clubs, or organizations that use the Meeting Room in the Library. The Library is not responsible for the content of third-party programs.

Revised: 09/14