

# CALUMET CITY PUBLIC LIBRARY MEETING ROOM POLICY

## I.) PURPOSE

The Meeting Room of the Calumet City Public Library is designed to meet the operational needs of the Library and to provide accommodations for educational, informational, cultural, and civic functions of the community.

## II.) WHO MAY USE THE ROOM

The meeting room of the Calumet City Public Library may be used for the following purposes in order of priority:

1. Library sponsored programs and activities;
2. Educational, informational, cultural, and civic programs sponsored or cosponsored by the Library and related to its collections and services;
3. Meetings of the City of Calumet City and other agencies or departments of local government;
4. Meetings of community groups and organizations whose aims are for educational, cultural, or civic purposes and are not-for-profit;
5. Other meetings which are appropriate to the missions and facilities of the library.
6. The meeting room shall not be available for parties and social gatherings.

**The Library reserves the right to refuse the use of the meeting room for any program deemed unsuitable for the Library's facilities or incompatible with its purposes.**

## III.) APPLICATION FOR USE OF THE ROOM

1. Written application for use of the meeting room shall be made on the Application Form of the Calumet City Public Library by a qualified officer or designated representative of the group or organization, who shall be a resident of Calumet City. Applications should be addressed to the Business Office. The Library Director shall determine if the request for use complies with the Library's Policy, and shall approve or disapprove each request on this basis. Applications, whose compliance with the Meeting Room Policy is questionable, shall be referred to the Library Board for review at their next

regular meeting. Requests should be submitted at least thirty (30) days in advance of the desired meeting room date.

- a. Notice of approval or denial of the request will be given to the person who signed the meeting room application.
2. Groups planning a series of meetings should present a schedule of the preferred meeting dates at the time of application. Reservations shall be accepted for no more than three (3) months in advance, for the period running January 1 – March 31, April 1 – June 30, July 1 – September 30, and October 1 – December 31. Groups that meet on a regular basis and wish to extend their reservations into the next three-month period must fill out a new application and submit it to the Business Office. Such renewals are subject to the approval process each time submitted.
  3. Applications for use of the Library's meeting room shall be reviewed in order of their receipt. Until the application has been received and approved, the reservation cannot be scheduled. Priority scheduling shall be given to:
    - a. Library-sponsored programs, activities, or meetings;
    - b. Educational, cultural, civic, and public information events of organizations which are Calumet City based, or which have among its membership, residents of Calumet City.
      - i. A group or organization must designate one member who is a Calumet City resident, to assume legal responsibility for its activities in the Library. This person should be the one to sign the meeting room Application Form. This person is also responsible for arranging a meeting with designated Library personnel prior to the group's first meeting, to receive instruction in the use of the library's equipment and facilities (when needed). This individual shall also be responsible for assuring that the meeting room is properly secured and the room is left in a neat and orderly condition upon completion of the meeting.
  4. If, in the advice of law enforcement professionals, the Library staff or Board determines that a reasonable possibility of a threat to the safety of Library staff, patrons or members of the public might occur, based on prior experience of the group or speaker at this Library or at other occasions where the group has held a meeting which have been disruptive or had a potential for violence, the following shall be required: the individual or group reserving the room shall be required to pay in advance by cashier's check the reasonably estimated cost of any special security measures needed to be taken for the meeting; and the individual or group reserving the meeting room

shall place a bond for \$1,000,000.00 for injury or damage to property occurring at the meeting.

5. The meeting room shall be available to the public as follows:
  - a. Monday through Thursday 10:00 AM – 8:30 PM
  - b. Friday 10:00 AM – 3:30 PM
    - i. All meetings must be adjourned and the meeting room vacated before the Library closes.
    - ii. The meeting room shall only be available on days that the Library is open.
6. The Library reserves the right to request any group to change its approved meeting to another date, or to cancel any reservation for the meeting room, due to unforeseen circumstances.
7. If it is necessary for a group or organization to cancel a reservation for the meeting room, the Library should be given notice as far in advance as possible. No refunds shall be made on cancellations with less than twenty-four (24) hours prior notice. Cancellations shall be directed to the Business Office.
8. No group shall reassign its timeslot to another group or organization.
9. If the meeting room is to be used by a children's group, the application must be signed by an adult who shall assume responsibility as outlined above. Children/youths under eighteen years of age must be under adequate and proper adult supervision at all times.
10. All meetings and programs sponsored by outside groups must be free of charge and open to the public.

#### **IV. FEES**

1. There shall be a fee of \$50.00 per meeting for use of the meeting room. This fee shall be paid in cash, by certified check or money order at any time prior to the scheduled meeting, and shall be paid at the Business Office or, if after hours, at the Circulation Desk, when paid in person. The fee may also be mailed to the Calumet City Public Library, to the attention of the Business Office. Checks should be made payable to: Calumet City Public Library.
2. Cancellation of a scheduled meeting with less than twenty-four (24) hours notice will result in retention of the \$50.00 registration charge for room preparation.
3. Fees shall not be charged for Library-sponsored meetings or programs.

4. Fees shall not apply to official meetings of Departments of the City of Calumet City.

## **V. EQUAL OPPORTUNITY**

All activities taking place in the Meeting Room must be open to all citizens, regardless of age, sex, race, religion, national origin or disabilities.

## **VI. COMPLIANCE WITH THE ADA (AMERICANS WITH DISABILITIES ACT)**

1. The Calumet City Public Library abides by the Americans with Disabilities Act, and all groups or organizations are responsible for the ADA compliance of their respective meeting or activity when using the Library's Meeting Room.
2. The person signing the Application Form assumes the responsibility for the organization for making any special accommodation(s) necessary for persons with disabilities, e.g., arranging for a signer for the hearing impaired. The group or organization also assumes the responsibility for any additional costs incurred in making a special accommodation.
3. The Library will set up the room in such a manner that it will accommodate wheelchair participants. The Library is not responsible for a non-compliance condition created by the rearranging of any furniture once the room has been set up for a meeting.
4. The person signing the Application Form will be responsible for insuring that any oral or written promotions of the meeting will include a "special accommodation for the disabled" phrase, such as "Individuals with disabilities who plan to attend this program and who require special accommodations in order to observe and/or participate in the program are requested to contact (telephone number) at least five working days prior to the program so that reasonable accommodations can be made for them."

## **VII. GENERAL RULES AND REGULATIONS**

1. The group or organization using the meeting room agrees to abide by all rules and regulations, procedures and policies of the Calumet City Public Library.
2. The meeting room can accommodate a maximum capacity of 85 persons.
3. All meetings must be open to the public, except where governmental bodies using the facilities are allowed by Illinois statute to conduct meetings which are closed to the public.

4. Smoking is not permitted in the meeting room, the kitchen, the restrooms or any other area in the Library, nor is there to be smoking within twenty-five (25) feet of the building.
5. No admission charge, collections (other than regular club dues), or other money-raising activities may be conducted in the meeting room, unless all proceeds are to go to the Library.
6. Meetings which would interfere with the functions of the Library and/or its users, because of the noise or other factors, are not permitted.
7. Classes involving the use of hazardous or potentially damaging materials or equipment are not permitted.
8. The name, address, and telephone number of the Calumet City Public Library may not be used as the official address or headquarters for any group using the Library for meeting purposes.
9. Alcoholic beverages will not be permitted on the premises at any time.
10. Use of the telephone shall be restricted to the public telephone located in the vestibule.
11. The Library cannot provide storage space for equipment or supplies for groups using the meeting room.
12. The meeting room must be left in a neat and orderly condition, and garbage must be disposed of in the containers provided.
13. Use of the Meeting Room does not constitute Library endorsement of viewpoints expressed by participants in any program. No advertisement or announcement implying such endorsement will be permitted.

## **VIII. KITCHEN FACILITIES**

Users of the Library meeting room have access to a small kitchen with refrigerator, sink, and electric range. Intention to use the kitchen must be designated on the meeting room application. Anyone using the kitchen facilities shall be responsible for leaving the premises in a neat and orderly condition.

The kitchen facilities shall be used to prepare coffee and light refreshments only. Major food preparation is not permitted. The group using the meeting room is responsible for furnishing their own food preparation equipment, as well as coffee, tea or other beverages, sugar, cream, paper products, serving utensils, and other supplies.

## **IX. EQUIPMENT AVAILABLE FOR USE**

The following equipment is available for use in the meeting room. All equipment must be reserved in advance at the time the application is made for the room. The group or organization must designate a person to become familiar with the operation of the equipment listed below ahead of the scheduled meeting date. This equipment may only be run by personnel instructed in its operation.

1. A/V cart with projector and speakers
2. 100 MB Local Area Network connection with T-1 Internet access (group must provide its own computer)
3. Stack chairs
4. Rectangular folding tables (72 in. x 36 in.)
5. Lectern
6. Microphone for sound system
7. TV with DVD player

The Library will be responsible for the setting up of chairs, tables, and other Library equipment, provided their use and proper arrangement is specified on the Meeting Room Setup Form, which is to be completed at the time application is made.

## **X. ACCIDENTS OR DAMAGE**

Any group or organization using the meeting room must indemnify and hold harmless the Calumet City Public Library and the City of Calumet City for any accidents which may be sustained on the premises.

The Library reserves the right to request a certificate of insurance from the group or organization applying for use of the meeting room.

Organizations or individuals shall be held responsible for any damage, willful or accidental, to the Library building, equipment or grounds.

## **XI. WITHDRAWAL OF PRIVILEGES**

If the foregoing rules and regulations are not adhered to by any group or organization, the Board of Trustees of the Calumet City Public Library reserves the right to withdraw privileges for use of the meeting room for any future meetings.