

**COAL CITY PUBLIC LIBRARY DISTRICT  
MEETING ROOM POLICY**

**APPROVED BY  
THE BOARD OF TRUSTEES**

**REVISED**

**OCTOBER 10, 2017**

## MEETING ROOM POLICY

### General Policy

For purposes of this policy "meeting room" will mean multi-purpose room, public meeting room or any other rooms made available for meetings. The meeting rooms of the Coal City Public Library District will be made available without charge to non-profit or community groups and organizations within the district.

- 1) It is understood that the meetings will be held for the purpose of educational, civic or cultural programming, public information and other purposes which contribute to the growth and welfare of district residents.
- 2) Use of a meeting room will require approval of the library director, assistant library director or communications coordinator and will be subject to the rules and regulations developed and approved by the board of trustees.
- 3) A Coal City Public Library District cardholder must reserve the room.
- 4) All organizations that use a meeting room must have meetings open to all citizens, regardless of age, sex, race, religion, national origin or physical handicaps.
- 5) All organizations that use a meeting room must comply with the Americans with Disabilities Act, and are responsible for providing qualified interpreters or auxiliary aids upon request.
- 6) Meetings of individuals under eighteen (18) years of age must be attended by an adult sponsor who will be responsible for compliance with this policy.
- 7) Attendance should not exceed maximum capacity allowance as per fire code regulations.
- 8) The library is not responsible for any equipment, supplies, materials, clothing or other items brought to the library by any group or individual attending a meeting.
- 9) Groups shall, at their own expense, procure any license or permit necessary for their meetings.

- 10) Groups or organizations using the meeting room will comply with the Security Policy and procedures to ensure public safety and security.
- 11) Requests for special consideration of any of the regulations may be made in writing to the library board of trustees and presented at any board meeting.
- 12) Exceptions to the policy may be made at the discretion of the library director or assistant library director as deemed in the best interest of the library.

### Priority Use

The use of a library meeting room will be given priority in scheduling as follows:

- 1) Library sponsored programs and meetings.
- 2) Educational, cultural, civic and public information events of organizations within the library district.
- 3) Meetings of official agencies, committees and boards of governmental bodies located within the library district.
- 4) Other meetings which are appropriate to the missions and facilities of the library with the approval of the library director.

### Restrictions

The following restrictions apply to the use of the library meeting room:

- 1) Meetings must be open to the public (except lawfully closed sessions).
- 2) The meeting room is not available for purely social gatherings, commercial or business purposes, political campaigns and other programs which, by their nature, are not suitable for the library's mission.

- 3) Meetings which would interfere with the functions of the library or its users because of noise or other reasons will not be permitted.
- 4) Meetings involving the use of hazardous materials are not permitted.
- 5) Use of the meeting room does not constitute library endorsement of the beliefs, policies or viewpoints expressed by the persons holding the meeting. Advertising or announcements implying an endorsement are not permitted.
- 6) The name, address or telephone number of the Coal City Public Library District may not be used by any group as their address, contact information or headquarters.
- 7) Smoking or alcoholic beverages are not allowed in the buildings.
- 8) Meetings will be limited to two per month per organization.
- 9) The registrant agrees to indemnify and hold harmless the library and all its trustees and employees from any and all claims, demands, suits, causes of action or judgments, any person may have as a result of any damages suffered while utilizing the meeting room.
- 10) Any violation of these rules, restrictions and/or regulations may result in an order to vacate the premises immediately and/or suspension of the privilege of using the meeting room.
- 11) In the event of a library building emergency or weather-related emergency, meetings may be cancelled.
- 12) The library reserves the right to deny use of the meeting room to any group due to current or prior refusal to comply with the library's policies or regulations.

#### Damage Restitution

- 1) Organizations using the meeting room are responsible for reimbursing the library for any damage that occurs to the library equipment,

carpeting, furniture or premises due to the organization's use of the room.

- 2) If clean-up of a meeting room requires custodial services, all necessary fees will be charged to the responsible group.
- 3) Permission to use the meeting room will be withheld from groups damaging the room, carpet, equipment, furniture or any other failure to comply with the rules and regulations.

#### Use of Refreshments and Equipment

- 1) Use of a meeting room includes kitchen privileges.
- 2) Refreshments may be served in a meeting room. Each group is required to furnish its own refreshments and supplies.
- 3) Electronic equipment to support the meeting must be requested on **(Appendix A)** Part IV.
- 4) The library will not provide storage space for equipment or supplies for groups.
- 5) Any additional tables, chairs, etc. will be the responsibility of the organization using a room.
- 6) Groups using a meeting room are responsible for setting up the room to their requirements.
- 7) The library will not supply personnel to help with meetings or programs, to carry supplies or materials to a meeting room, to operate equipment or to help arrange exhibits.
- 8) Only decorations which can stand on a floor or table and which conform to fire regulations may be used. Nothing may be attached to walls or ceilings of a meeting room without advance permission of the library director, assistant library director or communications coordinator.
- 9) Each group using a meeting room shall be responsible to ensure that the meeting room is returned to the same condition as it was prior to the meeting.

#### Hours

- 1) Meeting rooms are available only on regular library business days.
- 2) Groups conducting meetings that go beyond the regular library hours will be responsible for setting the alarm system.
- 3) The library closes when the Coal City Public Schools close because of inclement weather. The library will attempt to let the group contact person know of weather closings. It is the responsibility of the group holding the meeting to inform members and make other arrangements.

### Reservations

- 1) Reservations for the use of a meeting room must be made on the attached form (**Appendix A**).
- 2) All reservations must be approved by the library director, assistant library director or communications coordinator. An application does not guarantee approval. Applications will be approved on a first-come, first-serve basis notwithstanding the priority use.
- 3) Applications are to be submitted as far in advance as possible.
- 4) Reservations may be made up to one (1) year in advance for up to twelve (12) meetings annually. Reservations shall be accepted in the order received but still subject to priority use outlined in this policy on page two. If renewal is not made before the expiration date, the organization will be dropped from the calendar.
- 5) No group may assign its reservation to another group.
- 6) Any false, misleading or incomplete statement on the application form shall be grounds to suspend or terminate the use of the meeting room by the applicant group.
- 7) The library reserves the right to cancel (upon reasonable notification to the users) any reservation due to a conflict with library programming. The library is not responsible for losses incurred by a group due to cancellation

and/or rescheduling of its meeting by the library.

- 8) A group which meets all criteria in this policy may be provided with an alternative suitable location in the library at the discretion of the library director, assistant library director or communications coordinator.

### Admissions and Sales

Organizations using the meeting room may not charge an admission fee. Groups using the meeting room may request a free will donation, but making such a gift must in no way be a requirement for attending the meeting.

Organizations using the meeting room will be permitted to make sales under the following circumstances:

1. The sales must be confined to the meeting room and no effort can be made to solicit other library patrons.
2. Sales must be for the benefit of the organization making use of the meeting room.
3. Sales must be an inconsequential part of the program scheduled for the meeting room.

Admission may be charged for programs sponsored by the library and its affiliated organizations and the sale of goods that directly or indirectly benefit the library will be permitted in areas of the library other than the meeting room. When an author takes part in a library sponsored program, the library may arrange for the sale of the author's works at the program.

APPENDIX A

APPLICATION FOR RESERVATION AND USE OF  
THE COAL CITY PUBLIC LIBRARY DISTRICT MEETING ROOM

Application is hereby made for the reservation and use  
of the Coal City Public Library District Meeting Room upon  
the following terms:

PART I

\_\_\_\_\_  
Name of party completing this application  
Home Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
CCPLD Library Card Number: \_\_\_\_\_

PART II

\_\_\_\_\_  
Name of group, club or organization  
Phone number: \_\_\_\_\_  
Names and phone numbers of officers (President, Vice  
President, Secretary, etc.)

Title	Name	Phone No.

PART III



Day/Date requested: \_\_\_\_\_

Hours requested: \_\_\_\_\_

General purpose of use (business meeting, panel discussion, lecture, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected attendance: \_\_\_\_\_

Special requirements, comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I state that the above information is true and correct. I further state that I have received a copy of the Meeting Room Policy and Security Policy adopted by the Board of Trustees of the Coal City Public Library District. I (and the above group, club or organization, if applicable), shall abide by said Meeting Room Policy and shall indemnify and hold harmless the Coal City Public Library District, Trustees and employees from any loss, cost, expense or damages occasioned by the use of the Meeting Room.

\_\_\_\_\_  
Applicant

Application Date: \_\_\_\_\_

PART IV

The Coal City Public Library District provides some equipment for use in the public meeting room. The following equipment is available upon request. Please indicate the equipment needed.

- Laptop computer
- Wireless presenter with laser pointer
- LCD projector
- DVD Player
- Microphone
- Wireless lapel microphone
- Wireless headset microphone
- PA system
- Podium

ACTION OF APPLICANT

Approved: \_\_\_\_\_

Modifications or restrictions, if any: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Disapproved: \_\_\_\_\_

Reason for disapproval, modifications or restrictions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Authorized library representative: \_\_\_\_\_