

<b>POLICY NAME:</b>	Meeting Room Policy
<b>NUMBER:</b>	
<b>ADOPTED BY:</b>	LaSalle Public Library Board of Trustees
<b>DATE:</b>	September 24, 2003
<b>REVISED:</b>	

**POLICY:**

The policies governing the use of the meeting rooms of the LaSalle Public Library are in accordance with Article 6 of the *Library Bill of Rights* which states that "as an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public".

**USE OF MEETING ROOM**

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 the residents of the Library District.
2. Use of the meeting room will require approval of the Library Director and will be subject to the rules and regulations developed and approved by the Library Board of Trustees.
3. All organizations that use the Meeting Room must comply with the Americans with Disabilities Act, and are responsible for providing qualified interpreters or auxiliary aids upon request.
4. Meeting of groups of individuals less than eighteen (18) years of age must be attended by an adult sponsor who will be responsible for conformance with this policy.
5. Attendance should not exceed 60 adults seated theater style or 120 kids seated on the floor as per fire code regulations.

**PRIORITY USE**

The use of the Library Meeting Room will be given priority in scheduling as follows:

1. Library sponsored programs and meetings such as lectures, exhibits, music programs, seminars, film presentations, special Youth Services/Outreach events, etc. *library's service*
2. Educational, cultural, civic and public information events of organizations within the *Library District area,*
3. Meetings of official agencies, committees and board 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**

1. Meetings must be open to the public.
2. Groups using the meeting room may not charge admission fees.
3. The meeting room is not available for commercial or business purposes, political meetings, religious gatherings and other programs, which by their nature are not suitable for the library's facilities.
4. Meetings, which would interfere with the functions of the Library or its users because of noise or other reasons, will not be permitted.
5. Meetings involving the use of hazardous materials are not permitted. No candles or use of any incendiary items are permitted.
6. Use of the Meeting Room does not constitute Library endorsement of the viewpoints expressed by the persons holding the meeting. No advertising or announcements implying an endorsement will be permitted.
7. The name, address, or telephone number of the LaSalle Public Library may not be used by any group as their address or headquarters.
8. Alcohol, smoking, or illegal drugs are not permissible in the building or on the Library grounds.
9. Meetings will be limited to two per month per organization.
10. Minors may use the meeting room only under the direct and constant supervision of adults, who will assume full responsibility. There must be at least one adult for every 15 minors at non-library related functions.

11. The library reserves the right to limit groups to one meeting per month depending on demand as use of the meeting room increases

### **IMPROPER USE OF FACILITIES**

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 the Meeting Room requires an extraordinary amount of time and effort, a custodial charge of \$20.00 per hour will be charged to the 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.

### **REFRESHMENTS & EQUIPMENT**

1. Use of the Meeting Room includes Kitchen privileges.
2. Refreshments may be served in the Meeting Room. Each group is required to furnish their own refreshments and supplies.
3. The kitchen shall be used to prepare coffee and dessert type refreshments only. Major food preparation is not permitted; food prepared off-site may be served with prior approval of the Library Director.
4. Only equipment pre-approved by the Library Director may be used in the Meeting Room.
5. The Library will not provide storage space for equipment or supplies for groups.
6. Groups using the meeting rooms are responsible for setting-up the room to their requirements and restoring the configuration to its original purpose.
7. The Library will not supply personnel to help with meetings or programs, to carry supplies or materials to the meeting rooms, to operate equipment or to help arrange exhibits.

### **HOURS**

The meeting room is only available during regular library hours. The meeting room must be vacated 15 minutes prior to the closing of the library unless you have obtained express consent of the Library Director. Violation of meeting room hours will result in loss of meeting room privileges for one month.

1. The Meeting Room is available only on regular Library business days.
2. The Library closes with the LaSalle Public Schools because of inclement weather. The Library is not required to let groups know of weather closings.
3. If the Library closes due to weather it is the responsibility of the group holding the meeting to inform members and make other arrangements.

### **RESERVATIONS**

1. Reservations for the use of the Meeting Room must be made on the attached form (Appendix A).
2. All reservations must be approved by the Library Director. An application does not guarantee approval. Applications will be approved on a first-come, first-served basis.
3. The Library is not responsible for losses incurred by a group due to cancellation of its meeting by the Library.

### **RELATIONSHIP TO OTHER LIBRARY POLICIES**

This policy is part of the library's overall policy structure and should be interpreted in conjunction with other existing policies. Copies of all library policies are available upon request from a Library staff member.

These rules may be supplemented, altered, added to or changed by the LaSalle Public Library Board of Trustees at its discretion.



# LaSalle Public Library

[www.lasalle.lib.il.us](http://www.lasalle.lib.il.us)

**305 Marquette Street ♦ LaSalle, Illinois 61301 ♦ Phone (815) 223-2341 ♦ Fax (815) 223-2353**  
**Hours: Mo. & We. 9 a.m. - 6 p.m. ♦ Tu & Th 9 a.m. - 8 p.m. ♦ Fri & Sa 9 a.m. - 5 p.m.**

## APPLICATION FOR RESERVATION AND USE OF MEETING ROOM

Date of Application \_\_\_\_\_

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

### PART I – INDIVIDUAL INFORMATION

Name of party completing this application \_\_\_\_\_

Home address \_\_\_\_\_

Residential phone number \_\_\_\_\_

### PART II – GROUP / CLUB / ORGANIZATION INFORMATION

Group, Club or Organization (if applicable) \_\_\_\_\_

Phone number \_\_\_\_\_

Names, addresses and phone numbers of officers (President, Vice President, Secretary, etc.)

Title \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

**PLEASE FILL-OUT INFORMATION ON OTHER SIDE**

**PART III – MEETING INFORMATION**

Meeting Date requested \_\_\_\_\_

Meeting Hours requested \_\_\_\_\_

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

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

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

Special requirements, comments:

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

The Library reserves the right to cancel any reservation by giving the group at least forty-eight (48) hours notice, except in case of an emergency. Notice of a cancellation shall be done by either telephone – 223-2341 or fax – 223-2353.

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

\_\_\_\_\_  
*(Signature of Applicant)*

**PART IV – ACTION OF LIBRARY**

Approved / Authorized Library Representative \_\_\_\_\_

Modification or restrictions if any:

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

Disapproved / Authorized Library Representative \_\_\_\_\_

Reason for disapproval, modifications or restrictions:

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