

Library Meeting Room Policy

Schiller Park Public Library

The Library provides the use of its meeting room facilities as an additional service to groups and organizations under conditions established by the Board of Trustees. There are two available meeting rooms in the Library – the larger room in the basement, and the smaller Tina J. Setzer Meeting Room on the first floor of the building. The large basement meeting room allows seating for up to 60 people, with a full (standing) capacity of 200. The Tina J. Setzer Meeting Room allows seating for up to 15 people. The primary purpose of the meeting rooms is to be in support of library functions, meetings and programs. The meeting rooms may on occasion and by request, be made available for use by members of the public.

The meeting rooms are ~~is~~ available for use by groups and organizations except for-profit organizations. A for-profit organization is one whose primary purpose is the sale of property or services for monetary gain. The meeting room is not available for use by individuals. Programs that disrupt the quiet use and enjoyment of the library by members of the general public are not permitted. The meeting rooms may not be used to hold rallies, demonstrations or other similar events.

The meeting rooms may not be used by any group or organization for the following types of functions:

1. Commercial ventures.
2. Purely social functions, individual use or gambling activities.
3. Any other activity which would materially and substantially interfere with proper functions of the Library such as excessive noise, a significant safety hazard or a significant security risk.
4. Meeting room is not available for political groups for campaign purposes.

A commercial venture is defined as an activity whose purpose is to promote or cause the sale of property or services for monetary gain or to raise funds (except fund raising for the Library). A purely social function is one designed for entertainment through companionship with friends and associates.

Obtaining permission to use the meeting rooms requires submission of a Meeting Room Application to the Library Director at least one week before the Board Meeting preceding the event date but no more than 90 days prior to the event. Groups are restricted to two meetings per month. The Applications may be obtained from the Library or the library's website. The Application will be presented to the Library Board for approval at the next scheduled Library Board Meeting after submission.

Priority for use of the meeting rooms will be given in the following order:

- Meetings of the Schiller Park Public Library Board of Trustees.
- Schiller Park Public Library sponsored programs and library related groups meetings.
- Official agencies and board of governments serving the Village of Schiller Park
- Meetings or programs of all other community groups/organizations (applicant must be a Schiller Park resident)

At the discretion of the Library Board or Director, due to the needs of the Library, any event may be preempted, canceled or relocated.

Date of receipt of the application will determine the priority if there is a date conflict. During the year, applications will be accepted whenever the meeting room is available.

A group or organization which has been denied permission to use the meeting room may appeal such denial to the Library Board of Trustees at the Board's next regularly scheduled meeting. However, written notice of said appeal and all written documentation supporting the appeal are to be delivered to the Library Director at least seven business days before such Board Meeting. At this Board Meeting, the appellant may be granted up to fifteen minutes for a presentation that would support reversal of the Library Board's denial. The Board of Trustees will deliberate on the appeal in open session and will attempt to complete its findings of fact and to reach a decision at that meeting unless additional information is deemed necessary.

A Library staff member will check the meeting room before and after each scheduled use and the Library will notify the person who applied to use the room of any violations of the meeting room regulations. The Library Director will also notify the Board of Trustees which may consider suspending the privilege of using the meeting room to that group / organization. The Board of Trustees after giving proper notification and due process to that group / organization may suspend the group / organization's meeting room privileges.

The Board of Trustees of the Schiller Park Public Library will review the Meeting Room Policy and regulations periodically and reserves the right to amend them at any time.

The following rules apply to meeting room use:

1. All applications for meeting room use must be made by a person age 18 or older.
2. Groups including children must have adequate chaperones that remain in the room during the program. One adult per ten children.
3. Persons using the meeting room are subject to the Schiller Park Library Rules of Conduct policy.
4. The meeting room applicant's group or organization which the applicant represents shall be liable for any breakage, damage or theft of any Library property caused by members or guests of the group or organization. Groups may be charged for the cost of stain removal and carpet cleaning. Permission to use the meeting room may be withheld from groups damaging the room and/or its contents.
5. The applicant should be present at the entire meeting since he / she is one of the responsible parties.
6. Except for Library-sponsored meetings, meeting publicity must instruct attendees to park vehicles in legal areas other than the Library's main lot, so this lot can be used by patrons using the collection.
7. All meetings shall be open to the public. This in no way obligates the groups or organizations to notify the public of the meeting or specify in any publicity that it is open to the public.
8. No group or organization may charge an admission to the meeting, except for Library sponsored programs for which fees may be charged to defray expenses.
9. No smoking or alcohol is allowed in the meeting room.
10. Simple refreshments may be served (coffee, cookies, etc.) Box lunches will be allowed but no other meals of a more elaborate nature.
11. Meetings may be scheduled only on days when the Library is open.

12. Permission to use a meeting room does not constitute endorsement of the subject matter of the meeting, or the groups or organization's beliefs and policies. As a result, publicity on non-Library-sponsored meetings must in no way imply Library sponsorship.
13. Groups / Organizations using the meeting room may not use the Library as their mailing address or use the library's telephone number in promotional material.
14. No signs or posters pertaining to a non-Library-sponsored meeting may be placed in the Library, except on the main floor bulletin board.
15. No group or organization may store equipment or materials in the Library. Further, the library does not provide service to carry supplies, make coffee, provide office supplies or photocopies. All organizations must provide their own support for setup and cleanup.
16. The Library is not responsible for the loss of / damage to any equipment or materials owned or rented by a group / organization meeting in the Library.
17. No non-Library sponsored meeting may begin before 30 minutes after the Library opens.
18. Each non-Library sponsored meeting must end and the meeting room returned to its original set up 15 minutes before the Library's regular closing time. A representative of the group / organization should notify the Circulation Desk Staff when the meeting has concluded. Set up is the responsibility of the applicant. Failing to leave by designated time may be denied future use of the meeting room.
19. At the conclusion of a meeting, the group / organization is responsible for placing the room in the condition existing before the meeting commenced. This includes, but is not limited to, rearranging or restacking chairs and cleaning tables.
20. Nothing may be attached to the walls or ceiling of the meeting room.
21. The Library has the following furniture and equipment available for use in the meeting rooms upon adequate notice: chairs, tables, movie screen, and TV / DVD Player, DVD Projector with USB port. Any other equipment must be provided by the group / organization.
22. It is the responsibility of the group / organization to ensure compliance with fire code restrictions relating to meeting room occupancy limits.
23. When a group finds it necessary to cancel a meeting, it should promptly notify the Library Director, but not less than 24 hours in advance of the meeting.
24. At no time may the fire door at the bottom of the stairs or the meeting room doors be propped open.
25. The following disclaimer must be included in all written, electronic, and broadcasted publicity material about the meeting, program or event: "The Schiller Park Public Library provides Library Meeting Room space as a community service. The Library neither sponsors nor endorses this event nor the presenting individual(s) or organization (s)."
26. A certificate of insurance must be supplied by the party reserving a meeting room facility at the Schiller Park Public Library. The Library must be named as an additional insured party on the certificate. The Library is not responsible for paying fees related to the party obtaining a certificate of insurance.

Study Room Policy

Schiller Park Public Library

Use Guidelines

Each individual or small group may sign in to use a study room for up to two hours at a time. This time may be extended if no other patrons are waiting to use the room. Extensions are not guaranteed.

If a study room is not claimed within ten minutes of the reservation time, the reservation will be considered cancelled.

If a study room is vacated for more than fifteen minutes within the reserved period, it will be considered forfeited.

Users are required to leave promptly at the end of their reserved time to allow the next reservation to begin on time. Users must “check out” of their study room reservation at the Circulation Desk when their reserved time ends.

Users are required to leave study rooms in a clean and orderly condition.

Requesting a Study Room

A small group or individual may arrange for the use of a study room at the Circulation Desk. The Library staff reserves the right to place patrons in specific rooms depending on current requests and other factors. Requests are accepted on a first-come, first-served basis.

Limits for Use of Study Rooms

All users of any meeting or study room must comply with the library’s Code of Conduct, the Unattended Child Policy, and other applicable policies. Copies of Library policies are available at all service desks and in a designated location in the Library stacks.

The Library retains the right to monitor and access meeting and study rooms. The Library reserves the right to suspend or revoke permission to use a room for violation of Library policies. Falsifying identification information may result in immediate revocation of room use.

Repeated violations of the policy may result in a loss of study room privileges.