



Meeting Room Policy

I. Purpose

Library meeting rooms are for meeting and programs of an educational, informational, cultural, or civic nature which enhance the Library's role as an institution that connects people with information. The Library meeting rooms are primarily intended for use by the Library and for affiliated Library organizations and activities. When meeting rooms are not being used for Library purposes, they are available to the public under the terms and conditions of this policy.

II. General Principles

- a. Joliet Public Library is a public facility and is used primarily for programs and services of the Library.
- b. Joliet Public Library may recover expenses for supervision, room setup, security, liability, utilities, etc. Fees are established so that each group, organization, or individual can pay for additional costs involved in the use of the facility or parts thereof.
- c. Use of the Library meeting rooms may not disrupt or conflict with normal Library operations or services. On this basis, requests for use may be denied or meeting room privileges suspended.
- d. Meeting rooms may not be used for:
 - i. Social gatherings such as receptions, showers, birthday parties, dances, or mixers.
 - ii. Commercial purposes, fundraising, marketing, or personal and/or financial gain.
 - iii. Meeting organized by a political candidate or by an organization formed specifically for a candidate or issue. Political meetings with a less specific focus are permitted. Meeting agendas may be requested prior to reservation confirmation.
- e. Fees, donations, or charges for admission or participation may not be charged for activities held in the meeting rooms.
- f. In allowing public use of the meeting rooms, neither the Library nor its Board of Trustees endorses any position expressed by any group using the rooms.
- g. Activities taking place within the meeting rooms must not be closed to any person due to age, gender, race, religion, national origin, disabling condition, or any other legally protected category. All groups using the meeting rooms must comply with the *Americans with Disabilities Act* and are responsible for providing qualified interpreters or auxiliary aids upon request.
- h. Publicity is the responsibility of the group reserving the meeting rooms. Publicity may not imply that the Library endorses the meeting.
- i. Organizations may not use the Library as a mailing address or use the Library telephone number to conduct business. Library staff will not provide any information about a non-Library program other than to state the date and time of the event.

- j. Any individual, group, or organization holding a meeting in the Joliet Public Library must fully release, discharge, defend and hold harmless the Joliet Public Library, its officers, agents and employees from any and all claims, demands, causes of action and any and all other expense, including attorney's fees, should any be incurred, arising from or growing out of its use of the facility. They must further indemnify and hold harmless and defend the Joliet Public Library , its officers, agents, and employees from any and all claims from injuries, including death, damages, or losses, including but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the meeting. It is understood that any special use requirements necessary to comply with the law, whether the ADA or another law, will be the individual, group or organization's sole responsibility. Joliet Public Library is hereby held harmless in any instance in which use of its facilities have been misrepresented and/or found to be in non-compliance with any federal, state or local law, ordinance, order or in regard to any other liability.

Any group using the meeting rooms shall indemnify and hold harmless the Joliet Public Library for any and all damages, costs or injuries which may arise out of its use of the premises. The Library is not responsible for equipment, supplies, materials or any other personal possessions owned by those using the room. In the case of vandalism, theft, fire, flood or other natural disaster, the Library is not responsible for loss or damage to the organization's property stored within the building. However, each individual, group or organization will promptly pay for any and all damage or injury to or loss of Library property which may occur as a result of the use of the premises.

- k. Exceptions to this policy will be handled on a case-by-case basis by the Library Executive Director or designee.

III. **Scheduling**

- a. Library-sponsored or co-sponsored programs take precedence over other groups at all times.
- b. The Library reserves the right to cancel or change reservations at any time. In the event that the Library cancels a reservation, any fees collected will be refunded if a mutually agreeable alternative time is not available.
- c. Rooms will be scheduled according to the following priorities:
 - i. Library-sponsored or co-sponsored meetings or programs.
 - ii. Library-related meeting or programs.
 - iii. Federal, state, or local government bodies or officials holding meetings for information purposes.
 - iv. Educational, cultural, or civic meetings or programs of organizations serving the community.
 - v. Other meetings which the Library Executive Director or designee deem appropriate to the library.

IV. **Facilities**

- a. Ottawa Street Branch
 - i. One meeting room is available with a capacity of 150.

- ii. The meeting room has a reasonable number of tables and chairs available. Each group is responsible for its own setup, cleanup, and returning the room to the same condition as they found it.
- iii. Refreshments, with the exception of covered beverages (no alcohol), are not allowed.
- b. Black Road Branch
 - i. Three meeting rooms are available. Each room seats 50 comfortably, and the rooms may be booked individually or booked simultaneously for a combined capacity of 150.
 - ii. The standard meeting room setup is 40-50 chairs, theater style, and one table at the front of the room. Library staff, with sufficient advance notification, will do meeting room setup or changes. Alternative seating patterns, while available, will result in accommodating fewer people. Seating arrangements must be selected at the time of reservation.
 - iii. Refreshments may be served in the meeting rooms. Cooking is prohibited and all leftover food must be removed.

V. Reservation Procedures

- a. Rooms are available on a first come, first served basis to groups of five individuals or more. Maximum attendance is limited by the size of the room.
- b. A Meeting Room Request Form must be completed in order to reserve a meeting room. Applications are available from the Circulation Desks. Reservations must be made in the building in which the meeting will be held. An incomplete application or an application containing fraudulent information will not be accepted.
- c. Reservations are preferred at least two weeks in advance of the meeting date and must be reserved at least 24 hours in advance. Rooms may be reserved for the current month and the subsequent two months.
- d. No group may reserve a meeting room for more than six four-hour blocks or portions thereof within one calendar month or reserve a meeting room for more than two identical four-hour blocks or portions thereof within one calendar month.
- e. The person reserving the meeting room must have a valid, adult Joliet Public Library card in good standing and attend the meeting.
- f. Meeting space is not considered reserved until confirmation is provided to the applicant.
- g. The appropriate Circulation Desk must be notified at least 24 hours in advance if any event or use is cancelled. Failure to give the Library notification of a cancellation may prevent future scheduling of rooms by that group.

VI. Use of Meeting Rooms

- a. Meetings must begin and end within regular Library hours. Participants must vacate the building when the Library closes. Failure to vacate meeting rooms will result in a fee (see VII. Fees).
 - i. Ottawa Street Branch: Meetings must begin after the Library opens and end 15 minutes before the Library closes.
 - ii. Black Road Branch: Meeting must begin after the Library opens and end 30 minutes before the Library closes.
- b. A group representative must check in with staff at the Circulation Desk before the meeting begins and after the meeting concludes.

- c. Meetings must be orderly and the room returned to its original condition or the group will be charged for cleaning and/or repair.
- d. The Library's *Unattended Children Policy* also applies to people who use the meeting rooms. A group must make provisions for childcare if the children will not be a part of the program. Library staff is not responsible for watching unattended children.
- e. Smoking is not permitted within Library facilities.
- f. Alcohol is not permitted on Library grounds or within Library facilities.
- g. Library staff will not accept telephone calls or relay messages to people attending meeting except in emergencies.

VII. Fees

- a. Groups are responsible for any damages to the library and/or its equipment as a result of the use of the room and will be charged accordingly.
- b. Failure to vacate rooms before the Library closes will result in a fee of \$40 per hours for each portion of an hour extending beyond Library hours.
- c. Ottawa Street Branch: The meeting room is available for use without charge.
- d. Black Road Branch
 - i. The standard fee to use a Library meeting room is \$25 for each four-hour period or portion thereof for each room reserved.
 - ii. A \$50 security deposit shall accompany all applications. The security deposit will be held and returned after the meeting is over if the meeting room and equipment are left in the same condition as they were prior to the meeting. If damages are incurred or excessive cleanup is required, these costs will be taken out of the security deposit.
 - iii. Failure to provide at least 24 hours notice when cancelling a reservation will result in the forfeiture of all applicable fees.

VIII. Enforcement

- a. The Library reserves the right to observe any meeting to ensure adherence to this policy.
- b. Failure to abide by these rules may result in suspension of meeting room privileges.
- c. All use of the meeting rooms is subject to the approval of the Library Executive Director or designee.