



JOLIET PUBLIC LIBRARY

CONNECTING YOU TO THE WORLD

Ottawa Street Meeting Room Reservation Form

The Joliet Public Library offers the use of meeting rooms as a service to the community. Library meeting rooms are for meetings 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 form. Please read the following provisions and sign the form at the bottom to confirm that you accept these provisions.

1. The meeting room is available on a first come, first served basis to groups of five individuals or more. Groups have the responsibility to complete this form for each reservation. Reservations are preferred at least two weeks in advance of the meeting date and must be reserved at least 24 hours in advance. The room may be reserved for the current month and the subsequent two months. Max capacity of the meeting room is 150 people.
2. The person reserving the meeting room **MUST** have a valid, adult Joliet Public Library card in good standing, be a member of the group booking the room and attend the meeting. A *Meeting Room Request Form* must be completed and submitted in order to reserve a meeting room. 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.
3. No group may reserve the meeting room for more than two identical four hour blocks or portions thereof within one calendar month. For example, groups cannot book every Monday night, every Saturday afternoon, etc. Only two identical bookings a month are allowed. The maximum number of bookings per month of any type is six bookings a month, if they are for four hours or less. If the bookings are from 5 – 8 hours, only 3 bookings per month are allowed.
4. The library requires 24 hours' notice for cancellation of a meeting room reservation. Failure to give the library notification of a cancellation may prevent future scheduling of rooms by that group. Library sponsored or co-sponsored programs take precedence over other groups at all times. The library reserves the right to change or cancel reservations in emergency situations.
5. Use of 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.
6. Meeting rooms may not be used for:
 - a. Social gatherings such as receptions, showers, birthday parties, dances, or mixers.
 - b. Commercial purposes, fundraising, marketing, or personal and/or financial gain.
 - c. Meetings 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
7. Fees, donations, or charges for admission or participation may not be charged for activities held in the meeting room.
8. Refreshments, with the exception of covered beverages, are not allowed.
9. Meetings must begin and end within regular library hours. Participants must vacate the meeting rooms 15 minutes before the library closes. Failure to vacate meeting rooms will result in a fee of \$40 per hour for each portion of an hour extending beyond library hours.
10. Groups are responsible for any damages to the library incurred as a result of the use of the room, and will be charged accordingly. Abuse of library facilities will be sufficient cause to deny further use.
11. The library is not liable for injuries to people or damage/loss of property of groups using the meeting room.
12. Publicity is the responsibility of the group reserving the meeting room. Publicity may not imply that the library endorses the meeting.
13. 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.
14. The meeting room has a reasonable number of tables and chairs available. Each group is responsible for its own setup. Groups are also responsible for cleaning up after their meeting and leaving the room as they found it.
15. The library will not be responsible for messages or phone calls to people organizing or attending a program.
16. The library prohibits smoking and alcoholic beverages on its premises.
17. The Library's *Unattended Children Policy* also applies to people who use the meeting room. 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.

18. Due to fire codes, none of the meeting room doors may be locked when in use.
19. Activities taking place within the meeting room 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 room must comply with the Americans with Disabilities Act and are responsible for providing qualified interpreters or auxiliary aids upon request.
20. All scheduled use of the meeting room must meet the terms of the Joliet Public Library's *Meeting Room Policy*. Copies are available at the Circulation Desk or the Administrative Office at our Main location.
21. The Library reserves the right to observe any meeting to ensure adherence to these rules.
22. 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.

**All use of the meeting rooms is subject to the approval of the Library Director or designee.
Failure to abide by any of these rules or to cooperate with library staff may result
in suspension of meeting room privileges.**

I have read the rules and regulations and agree to abide by them.

Date of Function: _____ **Time:** From _____ To _____ **# of People Expected:** _____

Signed: _____ **Print Name:** _____ **Phone:** _____

Organization Name: _____

Address: _____ **City:** _____ **Zip:** _____

Library Card Number: _____ **Contact Phone:** _____

Describe Program: _____

Sign up by JPB Staff: _____ **Date:** _____ **Booking Authorized by:** _____ **Date:** _____