



Meeting Room Policy

I. Purpose

Library meeting rooms are for 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. The meeting rooms are not available for use by for-profit organizations. A for-profit organization is one whose primary purpose is the sale of property or services for a monetary gain. Use of the meeting rooms does not constitute sponsorship or endorsement by Joliet Public Library or its Board of Trustees of the user or of the user's beliefs. The Library will not discriminate in making its meeting rooms available for use on the basis of race, national origin, religion, gender, sexual orientation, age, political affiliation or physical limitation. Use of the meeting rooms must follow conditions established by the Board of Trustees in this policy.

II. General Principles

- a. Joliet Public Library is a public facility and it is used primarily for programs and services of the Library.
- b. 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.
- c. Meeting rooms may not be used for:
 - i. Social gatherings such as receptions, showers, birthday parties, dances, or other gatherings of this nature.
 - ii. Commercial purposes, personal and/or financial gain or where admission is charged or a collection taken.
 - iii. Instructors conducting classes for profit and groups promoting future courses or services entailing fees.
 - iv. Meeting organized by a political candidate or by an organization formed specifically for a candidate or issue.
- d. Fees or charges for admission or participation may not be charged for activities held in the meeting rooms. Donations for non-profit fundraisers may be solicited of participants, but not required, if approved by the Library in advance.

- e. 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.
- f. 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.
- g. Publicity is the responsibility of the group reserving the meeting rooms. Publicity may not imply that the Library endorses the meeting. The Library reserves the option to publicize the meeting at its discretion.
- h. 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 unless the Library has publicized the meeting at its discretion.
- i. Library staff will not be available to change the room arrangement, to provide support services such as carrying equipment or materials into or around the Library, operating audio-visual equipment, making photocopies, or handling attendee registrations for a scheduled meeting.
- 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 Executive Director or their 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. 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 serving Joliet holding meetings for information purposes.
 - iv. Educational, cultural, or civic meetings or programs of organizations serving the Joliet community.
 - v. Other meetings that the Library Executive Director or designee deem appropriate to the Library.

IV. Facilities

- a. Ottawa Street Building
 - i. Two meeting rooms are available with a maximum participant capacity of 150 in the Burnham Room, 92 in the McGuire Room, and a minimum participant requirement of 7 attendees.
 - ii. Please include the setup and cleanup time in the reservation.
 - iii. The Library will provide tables and chairs. These need to be set-up by the group using the room. Refreshments may be served in the meeting room. Cooking is prohibited and all leftover food must be removed.
- b. Black Road Building
 - i. Three meeting rooms are available. Each of the rooms seats 25 comfortably, and the rooms may be booked individually or two booked simultaneously for a combined capacity of 50.
 - ii. Please include the setup and cleanup time in the reservation.
 - iii. The library will provide tables and chairs. These need to be set-up by the group using the rooms. Refreshments may be served in the meeting rooms. Cooking is prohibited and all leftover food must be removed.

V. Reservation Procedures

- a. Rooms not in use for Library purposes are available on a first come, first served basis to groups of seven 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 and on the Joliet Public Library website. 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 5 business days in advance. Rooms may be reserved for the current month and the subsequent two months.
- d. No group may use a meeting room in either facility more than one (1) day per month. No group may use a meeting room for more than five (5) hours at one time. The person reserving the meeting room must have a valid, adult Joliet Public Library card in good standing and attend the meeting.
- e. Meeting space is not considered reserved until confirmation is provided to the applicant.
- f. The Library 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 no sooner than 30 minutes after the Library opens and end at least thirty minutes prior to when the Library closes. Failure to vacate meeting rooms will result in possible suspension from future use.
- 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 or the group may be suspended from future use.
- d. The Library will not provide any equipment or supplies to groups using the meeting rooms.
- e. The Library will not provide storage for equipment or supplies for groups using the meeting rooms.
- f. No cooking, burning of candles, or any live flames will be allowed in the meeting rooms.
- g. No animals outside of certified service animals may be brought into the meeting rooms.
- h. The Library's *Rules of Conduct Policy* governs the acceptable use of all library spaces. 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.
- i. Library staff will not accept telephone calls or relay messages to people attending meeting except in emergencies.

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.