

POLICY RESOLUTION

PR-XIV-16

of the Board of Library Trustees of the Glenside Public Library District adopted this 25th day of August, 2016; a resolution pertaining to **COMMUNITY ROOMS POLICY**.

NOW, THEREFORE, be it resolved that the Glenside Public Library District provides the use of its community rooms as additional meeting room space to local organizations under conditions established by the Board of Library Trustees.

Supersedes: PR-XVII-13, adopted 8-22-13

APPROVED:

August 25, 2016
Date


President

GLENSIDE PUBLIC LIBRARY DISTRICT

COMMUNITY ROOMS POLICY

PR-XIV-16

Glenside Public Library District is a community gathering place for information, reading, study, and computer technology for all ages.

It is the policy of the library to provide meeting room space to current residents of Glenside Public Library District with a valid library card for uses which clearly and unequivocally further the foregoing purposes of the Glenside Public Library District. Use of the community rooms for any activities, which are inconsistent with those library purposes, will be denied or terminated.

I. COMMUNITY ROOMS THAT ARE AVAILABLE

- A. Meeting Room A
- B. Meeting Room B
- C. Board Room

II. Residents, 18 and over, with a current library card may apply for use of meeting room.

III. PERMISSIBLE MEETINGS

- A. Meetings in all Meeting Rooms shall be open to the public. Governmental bodies are subject to the Illinois Open Meetings Act.
 - 1. Library sponsored/related Meetings
 - 2. Non-profit Organizations
 - 3. Civic Meetings, including meetings of other governmental bodies
 - 4. Educational Meetings
 - 5. Permissible Commercial Meetings are defined as private meetings held by local businesses within the Library District for their employees.

IV. EXCLUSIONS

- A. Commercial Meetings for advertising or solicitation.
- B. Commercial Meetings to conduct market research or to interview job applicants.
- C. Commercial Meetings by businesses located outside of the Library District.
- D. Private Meetings of organizations that have discriminatory membership policies.

- E. Religious Services
- F. Social events such as Birthday parties, showers.
- G. Partisan political meetings in support of, or in opposition to, a particular candidate or candidates or in support of, or opposition to, questions of public policy to appear on an upcoming ballot.
- H. Any use that would disrupt the operations of the library
- I. Any group that violates library's rules.

V. FEES

The Board shall establish a schedule of fees for use of Community Rooms.

VI. PRIORITIES

- A. Library programs have first priority. Library sponsored groups shall have second priority.
- B. Then first come first serve.

VII. APPLICATION PROCESS

- A. All users shall be required to complete the Library's application form available at the Business Office during business hours or Circulation Desk evenings and weekends or it is available on the Library's website (Under Circulation Services, click on Meeting Rooms, then click on Meeting Room Application Form). The application is approved or denied by the Team Administrator(s).
The form must be completed by a member of the organization who holds a valid Public Library card.
- B. All organizations must submit a copy of the bylaws, constitution or statement of purpose that defines the nature of the organization.
- C. Applications should be turned in at the Business Office with payment.
- D. No organization shall be granted the use of the Community Rooms for more than two meetings per month. Exceptions need prior approval of the Team Administrator.
- E. Cancellations should be made as soon as possible. If cancellation notice is not given at least 24 hours in advance, no refund will be given.
- F. The library reserves the right to cancel meetings for any reasons, giving at least 24 hour notification.

- G. The library reserves the right to deny use of the Community Rooms to any group either due to its refusal to comply with the Library's policies or regulations or due to prior disregard of the Library's rules or regulations.

VIII. Deadlines:

- A. Applications for single meeting must be received at least two weeks in advance of the desired meeting date, or as specified in VIII.B.
- B. **Advanced reservations for single or recurring meetings may be scheduled as follows:**
 - Starting August 1st for September through November;**
 - Starting November 1st for December through February;**
 - Starting February 1st for March through May; and**
 - Starting May 1st for June through August.**

IX. APPEALS

- A. Appeals for changes in, or exceptions to, any portion of the Community Rooms policies or denials of use shall be heard by the Library Board of Trustees.
 - 1. Appeals should be made in writing. A written appeal should include: the name of the organization and a statement of the reason or reasons for requesting the change or exception.
 - 2. A written appeal must be received at least two weeks prior to a board meeting date in order to be placed on the agenda for the regular meeting.
 - 3. The appeal should clearly demonstrate that the organization is not one which would be excluded following the guidelines under Exclusion (IV).
- B. The decision of the Board of Library Trustees will be based on the appeal and the document(s) submitted with the Community Rooms application.

The Board of Library Trustees will prepare a memorandum summarizing the reasons for the decision rendered.

Decisions of the Board of Library Trustees are final.

X. POLICY REVISION

The Board of Library Trustees shall review the Community Rooms policy periodically and reserves the right to amend it at any time.

Meeting Room Regulations
PR-XIV-16

I. REGULATIONS

- A. No smoking is permitted.
- B. No alcoholic beverages.
- C. No Fees may be charged by the organization for entrance or participation and no sales shall be allowed.
- D. The user shall abide by all local ordinances and applicable laws.
- E. Only freestanding displays may be used without making prior arrangements with the Team Administrator(s).
- F. No organization may use the Library as its official address.
- G. No organization shall be allowed to store its equipment or supplies at the Library.
- H. A Library staff member or Board member shall have access to the room at all times.
- I. The user of the Community Rooms assumes all risks of loss, damage or injury, by fire or otherwise, to persons or property, by reason of the condition of the leased premises, or by reason of the management, control or operation thereof, and releases the Glenside Public Library District (hereinafter referred to as the "Library"), its officers, employees and agents, from all claims for such loss, damage or injury, including reasonable attorney's fees sustained by the user, or by any agent, employee or guests of the user, or by any person whomsoever, whether caused by the negligence of the Library, its officers, agents or employees, or otherwise; and the user agrees to indemnify and hold harmless the Library, its officers employees and agents, against all claims for such loss, damage or injuries, sustained by the user, or by any agent, employee or guests of the user, or by any person whomsoever, whether the same be caused by the negligence of the Library, its officers, agents, employees or otherwise.

PLEASE READ ABOVE STATEMENT CAREFULLY!

II. HOURS

The Meeting Room and Board Room shall be available at the following times:

Monday - Thursday	9:00 a.m. - 9:00 p.m.
Friday	9:00 a.m. - 5:00 p.m.
Saturday	9:30 a.m. - 5:00 p.m.
Sunday (Sept.-May)	1:30 p.m. - 5:00 p.m.

All clean-up activities shall be completed and all persons shall leave the building in accordance with the above schedule.

III. FEES

A. Definitions:

1. Non-profit organization:

Any civic organization, unit of local government and any corporation in good standing organized and incorporated under the "General Not-for-Profit Corporation Act of 1986" (805 ILCS 105/101 et seq.) (the Act'). Also, any such foreign corporation with a valid certificate of authority to conduct affairs in Illinois pursuant to said Act.

2. Commercial organization:

Small businesses and corporations operating for profit within the Glenside Public Library District.

B. Fee Schedule:

1. Non-profit organizations

\$10.00 per meeting per room at the time of reservation.

2. Commercial organization

\$75.00 per meeting per room.

Payment is required at time of reservation.

3. Clean up: If the custodian must perform clean up activities, the organization shall be billed \$13.00/hour or fraction thereof.

4. Damage: Any organization responsible for using the meeting room shall be billed for any damage to furnishing and/or equipment. All fees and/or bills for damage shall be paid within thirty days or prior to the group's next use of the meeting room, whichever occurs first. Failure to do so shall result in forfeiture of the right to use the Community Rooms.

IV. SETUP

NOTE: Space restrictions are as follows:

Meeting Room A	50
Meeting Room B	45
Combined A & B	100
Board Room	20

V. EQUIPMENT

A. The following equipment may be available for use in the Community Rooms subject to availability:

1. Blu-Ray Player with projector
2. Projection screen
3. Easel
4. Kitchen (see Kitchen regulations)

B. Any individual or organization responsible for using the Meeting Room shall be billed for any damage to equipment.

- C. The Library is unable to provide equipment operators. If training is required in the operation of the equipment, the group shall request such training two weeks in advance of the scheduled use of the meeting room.
- D. Additional furniture or equipment, other than that provided by the Library, may not be used without prior approval of the Team Administrator(s).

VI. KITCHEN REGULATIONS

The kitchen may be used in conjunction with the Meeting Room or Board Room, subject to the following provisions:

- A. A sink, undercounter refrigerator, outlets and a coffee maker shall be available for use.
- B. No dishes or utensils shall be provided.
- C. No facilities shall be provided for cooking and no cooking shall be allowed.
- D. Coffee, tea, soft drinks, cake, cookies and other light refreshments may be served.
- E. No storage of equipment or supplies shall be allowed in the pantry.
- F. Additional electrical equipment, other than that provided by the library, may not be used without prior written approval of the Team Administrator(s).

VII. ADDENDUM

- A. Application Form (attached)
- B. Meeting Room Seating Options (attached)