

# Meeting Room Policy

The Tinley Park Public Library provides meeting rooms as a limited public forum to support the cultural, educational, informational, and recreational needs of the community.

Library meeting room use will not be denied to any person or organization because of race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, unfavorable discharge from military service, political affiliation, physical challenges, or any characteristic that is currently protected by applicable law. The Tinley Park Public Library Board of Trustees subscribes to the tenets of the Library Bill of Rights, which states in part: Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations or individuals or groups requesting their use.

Use of the library meeting room does not constitute the library's endorsement of the philosophies, practices, or viewpoints of presenters, participants, or attendees. First priority use of all meeting rooms is given to library-sponsored meetings or programs. Reservations for the meeting room must be made within 30 days of the date requested. Groups must be larger than 10 people to reserve the room.

In addition to library-related programs, the following groups may use the meeting rooms for cultural, civic, and informal education purposes: non-profit organizations, local businesses holding training, local condo and townhome associations or other non-commercial meetings. The library reserves the right to request a copy of an organization's non-profit status.

Meeting rooms may not be used for: (1) gambling activities, including but not limited to bingo, raffles and games of chance for monetary prizes or other items of value; (2) political rallies, campaigning, or electioneering; (3) private and social functions, which are defined as a function solely for entertainment through companionship with friends or associates including but not limited to weddings, showers, anniversaries, card parties, birthday parties and social club parties; (3) commercial functions, including but not limited to sales presentations of any kind or meetings of or for for-profit entities; (4) film screenings that are not library-sponsored programs or events; or (5) any other activity that materially or substantially interferes with the ordinary functions of the library and/or may cause excessive noise; create safety hazards or security risks; create threats to public health, safety, or property; or violate the library's Patron Behavior Policy.

All users are responsible for complying with the provisions of the Americans with Disabilities Act (ADA), which requires that a meeting or materials at a meeting be provided in an accessible format in response to a request. All special ADA accommodations will be provided by the sponsoring group or organization. All meetings must be open to the public. Individuals and groups may not charge admission nor solicit or require donations for their meetings. No goods or services may be solicited or sold, except at library-sponsored events. Individuals and organizations reserving use of the meeting room are responsible for their own publicity. All publicity must state that the Tinley Park Public Library is not a sponsor of the organization and its program. Only the library's name and address may be included in any publicity or promotional materials; the library's telephone number may not be used for any purpose, nor is the library to be included as a source of further information, registrations, or messages regarding the event.

Authorization to use the meeting rooms is not transferable to any other individual or organization. Meeting rooms may be reserved only by a person, eighteen years of age or older, with a current Tinley Park Public Library card in good standing. It is the responsibility of this contact person to be present at the time of use to ensure compliance with this policy. This contact person is responsible for the willful or accidental damage of the library building, furniture, grounds and equipment, or materials. In the case of a serious disturbance, the group will be asked to vacate the room immediately, and the police will be called.

The Tinley Park Public Library reserves the right to modify this policy and to cancel any reservation of the meeting rooms due to unforeseen circumstances. The library may also cancel a group's reservation/s if the meeting room policy is violated.

Meeting room users agree to indemnify, defend, and hold harmless the Tinley Park Public Library, its Board of Trustees, all library staff, and the Village of Tinley Park for any and all accidents which may occur on library premises as a result of the user's activities.

The Library Director or their designee will have complete administrative authorization and responsibility for the approval of applications and the scheduling of the meeting rooms.

Approval of individual meeting situations not described here will be determined by the Library Director or their designee. The Tinley Park Public Library reserves the right to waive portions of this policy to accommodate library-sponsored meetings and programs.

Tinley Park Public Library Board of Trustees

Approved: February 23, 2005

Revised: 1/26/05, 4/23/03, 5/23/07, 9/24/14,

8/24/16, 7/6/17, 5/25/22

# Meeting Room Regulations

## 1. Hours

Meetings may be scheduled on days when the library is open, at the following times:

- Monday - Friday: 9:30 am–8:30 pm
- Saturday: 9:30 am–4:30 pm
- Sunday: 12:30– 4:30 pm

Meeting room doors will open at the scheduled time of meeting.

All meeting rooms must be vacated no later than 8:30 p.m. Monday through Friday, and 4:30 p.m. Saturday and Sunday.

## 2. Fees

No fees will be charged to the Friends of the Tinley Park Public Library, to any library-sponsored group, or to local federal and state government agencies.

### **Nonprofit Groups**

A \$25 deposit will be asked of the person applying for the use of the meeting room.

This deposit will be available for return on the next business day after the scheduled use of the meeting room.

The TPPL will accept a donation from any nonprofit group for the use of the meeting room.

### **Businesses**

\$50 per hour for use of meeting room to be reserved by the hour. Use of audio-visual equipment requires a non-refundable fee of \$25.

Fees must be paid at the time the application form request is submitted unless previous arrangements have been made with the Business Office. Fees are refundable if for any reason the Tinley Park Public Library cancels a meeting. In cases where an organization or an individual cancels a meeting at least one week (seven days) before the scheduled meeting date, the meeting room fee will be reimbursed. If a meeting is canceled less than one week before the date of the meeting, the meeting room fees will not be reimbursed.

## 3. Meeting Room Set-Up

- A. In Auditorium arrangement, Full meeting room capacity is 150 seats; Large meeting room capacity is 90 seats; Small meeting room capacity is 45 seats.
- B. In Classroom arrangement, Full meeting room capacity is 24 tables and 72 seats; Large meeting room capacity is 20 tables and 60 seats; Small meeting room capacity is 8 tables and 24 seats.
- C. In Conference arrangement, Full meeting room capacity is 18 tables and 66 seats; Large meeting room capacity is 8 tables and 28 chairs; Small meeting room capacity is 6 tables and 22 chairs.

#### **4. Audio-Visual Equipment**

Use of audio-visual equipment requires a refundable deposit of \$25 to be paid at time of reservation of the room/s.

Any group or person using the meeting room may request at time of application the use of audio-visual equipment in the meeting rooms. Use of equipment may be limited by the room that has been requested; use of the projector and screen is limited to the Full meeting room or the Large meeting room. Please confirm audio-visual use with the Business Office at the time of reservation and deposit.

#### **5. Food**

Food preparation is not permitted. Only bottled water/coffee and box lunches are permitted. Sterno cooking fuel, and other products that are used to heat food, are prohibited. All supplies such as cups, napkins, etc., must be provided by the person/organization. Clean-up is the responsibility of the person/organization.

#### **6. Damage**

Damage resulting from use of the meeting room that requires replacement or professional cleaning will be the responsibility of the person or organization using the room. The person/organization will be barred from further use of the room and the contact person's library card will be blocked until such damages are paid.

#### **7. Staff Assistance**

Meeting rooms and any equipment will be set up in advance as requested on the Meeting Room Agreement form; room setups and equipment will not be changed on the day of the meeting.

#### **8. Penalties**

The failure to comply with the above regulations will result in the loss of meeting room privileges; the contact person will be responsible for the payment of any fines that result from damage to the meeting room/s; and in the case of a serious disturbance, the police will be called.

#### **9. Application for Use**

Written application for use of the Meeting Room/s shall be made on an approved form by a qualified representative of the Tinley Park Public Library.

# Tinley Park Public Library

## Application for Use of Meeting Room

Name of Organization/Group: \_\_\_\_\_

Type of Organization/Group:            Nonprofit \_\_\_\_\_            Business \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person must be eighteen years of age or older, and must have a current Tinley Park Public Library card in good standing.

Address of Contact Person: \_\_\_\_\_

Phone number of Contact Person: \_\_\_\_\_

Day, Date and Time Requested: \_\_\_\_\_

Full Meeting Room (A & B) \_\_\_\_\_

Large Meeting Room (B) \_\_\_\_\_

Small Meeting Room (A) \_\_\_\_\_

Audio-visual Equipment requested.  
(please see #4 for options)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request to serve Refreshments:        Yes \_\_\_\_\_        No \_\_\_\_\_

Please indicate the refreshments that will be served: (please see #5 for limits)

\_\_\_\_\_  
\_\_\_\_\_

I have read the Meeting Room Policy and the Meeting Room Regulations and my signature on this application indicates that I agree to comply with both as stated:

Signature: \_\_\_\_\_

\_\_\_\_\_

Tinley Park Library cardholder in good standing \_\_\_\_\_

Application received on: \_\_\_\_\_

Fee received: \_\_\_\_\_

Staff member receiving application: \_\_\_\_\_

Approved by: \_\_\_\_\_

## Hold Harmless Agreement

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the Tinley Park Public Library, its officials, agents and employees, against injuries, deaths, loss, damages, claims, suits, liabilities, judgments, cost and expenses (including reasonable attorneys' fees), which may accrue against the Tinley Park Public Library, its officials, agents and employees, arising in whole or in part from their negligent use or intentional misuse of the Tinley Park Public Library Meeting Room, except that arising out of the negligence or willful misconduct of the Tinley Park Public Library, its officials, agents or employees.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

Agreed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Name of Vendor/Individual)

By: \_\_\_\_\_

\_\_\_\_\_  
Printed Name and Title

Nothing set forth in this Agreement shall be deemed a waiver by the Village/Library of any defenses or immunities relating to any person or entity or their property, that are or would be otherwise available to the Village/Library or their Representatives under the provisions of the Illinois Local Government and Governmental Employees Tort Immunity Act, or that are otherwise available to local governments and their corporate authorities, officers, employees, agents and volunteers under the common law of the State of Illinois or the United States of America.