

Policy and Procedure Manual	Section B 1
Public Policy Meeting Room Policy	Issued: July 19, 2004; amended October 18, 2004; amended February 18, 2008; amended March 15, 2010 Approving Authority: Board of Library Trustees

### **Meeting Room Policy**

The Orland Park Public Library provides meeting rooms as a limited forum to support its informational, educational, and recreational mission and roles. The library will not discriminate in making its premises available for use on the basis of viewpoints expressed by users or the race, national origin, religion, sex, sexual orientation, political affiliations or physical limitations of the users. Use of the meeting rooms does not constitute sponsorship or endorsement of the users or the users' beliefs by the Orland Park Public Library or the Board of Library Trustees.

Priority for reserving the use of the meeting rooms is given in the following order:

1. Library sponsored meetings and programs
2. Official agencies and government units serving the Village of Orland Park
3. Orland Park community groups
4. Businesses located in the Village of Orland Park for non-commercial use
5. Non-profit organizations serving the Orland Park area. Non-profit organizations must have proof of 501(c) status.

In order to use the meeting rooms, a representative of the group must take the responsibility for the group's use of the room by signing or electronically acknowledging a Reservation and Use Agreement for each meeting room use. This person must be an Orland Park Public Library cardholder in good standing age eighteen years or older. Non-profit organizations and government units are exempt from the cardholder requirement.

All users are responsible for complying with applicable Americans with Disabilities Act (ADA) requirements when using the rooms. All special ADA accommodations will be provided by the sponsoring group/organization.

**ALL MEETINGS MUST BE OPEN TO THE PUBLIC.** Groups may not charge admission nor solicit or require donations for attendance by non-members and/or the public. No products or services may be solicited or sold. Meeting rooms may not be used for gatherings of a purely social nature.

Activities at a meeting should not materially or substantially interfere with the proper functions of the library. Prohibited activities include causing excessive noise, creating safety hazards or security risks, and creating other disturbances that violate the Library Patron Behavior Policy.

The Board of Library Trustees reserves the right to amend this policy at any time. The library reserves the right to cancel any reservation due to unforeseen circumstances. The

library may also deny access to the meeting rooms to groups that have failed to follow the rules and regulations for the rooms' use.

The Library Director is authorized to establish reasonable regulations governing use of the meeting rooms and related fees.

This policy is not all-inclusive; approval of individual meeting situations not described here will be determined by the Library Director. We reserve the right to waive portions of this policy to accommodate library sponsored meetings and programs.

**Adopted by the Orland Park Public Library Board of Library Trustees on July 19, 2004; amended October 18, 2004; amended February 18, 2008; amended March 15, 2010.**