

Policy and Procedure Manual	Section B 1.1
Public Policy Meeting Room Rules and Regulations	Issued: July 19, 2004; amended October 18, 2004; amended March 15, 2010; amended January 25, 2016; amended February 14, 2017; amended April 16, 2018; amended September 21, 2020 Approving Authority: Administration

Rules and Regulations

Purpose

The purpose of the Meeting Room Policy Rules and Regulations are to outline the process for applying for and reserving a meeting room in the Library.

Application Process

Obtain a paper meeting room application or fill out the online form on the library's website to apply to use a meeting room. Make sure to sign the paper copy or check the box online agreeing to the Meeting Room Policy. The person who submits the application will be called "the applicant" for the rest of this procedure. Any other attendees of outside group meetings in the library will be called "other attendees".

On the day of the reservation, the applicant must be present before staff will open a meeting room to the group, and he or she must be present throughout the scheduled meeting. It is the responsibility of the applicant to make sure his or her other attendees do not exceed room occupancy or damage Library property, or the applicant will be financially responsible for damages.

The applicant and other attendees must indemnify and hold harmless the Orland Park Public Library, its Board of Trustees, all Library staff, and the Village of Orland Park for any and all accidents which may occur on Library premises while they are at the Library.

Application(s) must be made on an approved form and by a qualified officer or representative of the group, eighteen years or older. This means the applicant must be a member, officer, or agent of the sponsoring organization.

Meeting room applications submitted incomplete will be denied, and applicants will be given a chance to resubmit. Examples of an incomplete application include applications without contact information, a contact person, a date chosen, or an estimated number of attendees.

Meeting rooms must be reserved at least ten (10) business days in advance. Meeting rooms may be reserved no more than three months in advance.

The Communications Manager will have administrative responsibility for approval of applications and scheduling meetings by outside organizations.

Reservations are not final until confirmed by email and/or phone call by the Library staff.

Authorization to use the meeting room is not transferable to another organization. The use of the meeting room shall be scheduled in order by priority and then by date on the application.

The Library reserves the right to request any group to change its approved schedule to another date. Notice will be given to the applicant.

A group may make a maximum of twelve (12) meeting room reservations per year.

Groups should notify the Library of a cancellation as soon as possible at 708-428-5205, but no less than 24 hours in advance. Repeated cancellations or unused reservations (2 or more within a 12 month period) will result in denial of meeting room use for three (3) months.

In the event of an emergency closing of the Library, all reservations are automatically cancelled. Library staff will attempt to inform the applicant of the closing.

Email and/or phone call notification will be sent to the applicant being denied use of the meeting room, stating the reasons for denial. This notification will be sent within five (5) business days of the receipt of the application.

Applicants who have been denied permission to use the meeting rooms based on reasons other than availability, may appeal such denial to the Board of Trustees at the Board's next regularly scheduled meeting. Written notice of that appeal and all written documentation supporting that appeal must be delivered to the Library at least five (5) business days before the Board meeting.

Meeting rooms are to be used for no longer than three (3) hours for any one meeting room booking.

The Library reserves the right to send its own staff to promote its collection and services for the first ten (10) minutes of any scheduled meeting.

Access

Organizations must comply with applicable Americans with Disabilities Act (ADA) requirements when using Library meeting rooms, and are responsible for providing (and if necessary paying for) qualified interpreters or auxiliary aids, upon request, to individuals who require certain accommodations that would enable them to observe and/or participate in the meeting. Any person who will require such an accommodation is requested to notify the organization.

Any telephones located in the meeting rooms are for Library staff and emergency use only. Groups and organizations cannot make or accept phone calls in Library meeting rooms with Library-owned equipment.

Prohibited Uses and Activities

The meeting rooms will not be available to any groups for the following:

- Commercial ventures for which admission is charged, or at which a collection is taken, sales made or funds raised. This includes organizations or businesses that intend to generate future revenue based upon 'free' educational programs promoting products or services offered by the sponsoring party
- Private and social functions designed for entertainment through companionship with friends and associates
- For employee recruitment
- Depositions
- Instructors conducting classes of any size for profit, and groups promoting future courses or services entailing fees
- Activities which would materially and substantially interfere with the proper functions of the Library, such as excessive noise, a safety hazard or a security risk is not allowed. Benefits for private individuals are not allowed.
- No organization may collect money from participants while on site, except with approval from the Communications Manager, for the purpose of:
 - 1) To recover the cost of a presenter, materials, or supplies
 - 2) To cover the cost of an educational program which provides an official certification or endorsement
- Storage space for equipment or supplies for groups using the meeting rooms is not available.

- Smoking is not permitted.
- No flames of any kind are permitted, including lit candles.
- Gambling is not allowed.
- Alcoholic beverages are not permitted.
- Nothing can be attached/applied to the walls.
- In case of serious disturbance the police will be called. Library staff will handle disturbances as outlined in the Safety Manual.
- Glitter and glitter glue are not allowed in the Library.
- Although civic organizations, including organizations political in nature, may be eligible to use the meeting rooms, political rallies and electioneering are prohibited.

Meeting Room Fees

Non-profit groups, government entities, Orland Park community groups, and business (for the purpose of staff training) may use the meeting rooms free of charge. Non-profit groups may be asked to show proof of 501(c) status.

Hours

Meetings may be scheduled Monday – Friday: 9:30 a.m. – 8:30 p.m. in the large meeting room and the multi-purpose room

Groups will not be allowed in the meeting room until their meeting time has begun. No other attendees will be allowed in the meeting room before the applicant arrives and shows identification. All meeting rooms must be vacated no later than 8:45 p.m.

General Rules for Use of Meeting Rooms

Use of the meeting rooms may not interfere with the normal operations of the Library.

The Library is not responsible for equipment, supplies, materials, or personal possessions owned by those sponsoring or attending a meeting or activity.

If children are present, they must be under adequate and proper adult supervision at all times. One (1) adult must be present for each ten (10) children in attendance.

No organization, except the Friends of the Orland Park Public Library, may use the Library as its official mailing address, or ask Library staff to take reservations for a scheduled meeting. Organizations may not use the library's phone number as the organization's contact point.

Room Set-Up

Only theater-style seating is available in the large meeting room with the exception of government groups.

Equipment available includes projection screen, podium, microphones, tables and chairs, video projector, and Internet access. Equipment must be requested on the application and will be supplied subject to equipment and staff availability.

Library staff will not be available to make room arrangement changes or to provide support services such as carrying equipment or materials into or around the Library, making photocopies or handling attendee registration for a scheduled meeting.

Food

Only non-alcoholic beverages and cold foods, such as light snacks or box lunches may be served in the meeting rooms. Catered meals, other than box lunches, must be approved by the Communications Manager.

The following food items are not permitted in the meeting rooms:

- red and/or blue drinks
- red, blue, black and/or other dark-colored frosting
- Tablecloths are required if doing crafts and/or food.

- Food preparation is not permitted.
- Hotplates, sterno cooking fuel, and other products that are used to heat food are prohibited.

All supplies must be provided by the organization.

Food deliveries must come through the southwest outside entrance in the meeting room area.

Kitchen

Only one group at a time may reserve the kitchen.

All paper products, coffee pots, etc. must be provided by the user.

Clean-Up

The meeting rooms must be returned to their original condition at the end of the meeting. A fee commensurate with the work required, but not less than \$25, will be charged if the room is not left in its original condition or the kitchen and serving utensils are not clean. The organization will be barred from further use of the room and the contact person's Library card will be blocked until any such fees are paid.

No alterations may be made to the room

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

Housekeeping supplies are not provided.

Chairs and tables must be returned to their original position.

Publicity

Individuals and organizations reserving use of the meeting rooms are responsible for their own publicity.

All publicity must state that the Orland Park Public Library is not a sponsor of this organization and its program.

All promotional materials posted or distributed at the Library must be submitted to the Communications Manager for approval and posting.

The location of the Library may be publicized

The Library is not to be included as a source of further information.

Non-Compliance

Failure to comply with the above regulations will result in loss of meeting room privileges. These regulations are not-all-inclusive: approval of individual meeting situations not described here will be determined by the Library Director. Waiver of any prohibitions in these procedures must be requested by written application directed to the Library Director.

Procedures and/or rules and regulations are developed in conjunction with a policy and are subject to change on an as needed basis.