

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; amended April 16, 2018, amended September 21, 2020 Approving Authority: Board of Library Trustees

### **Meeting Room Policy**

The public meeting rooms of the Orland Park Public Library are operated by the Library as a part of its community services as a limited public forum to provide for the informational, cultural, educational and recreational needs of the community. It is expected that these rooms will be used to accomplish this goal. Library public meeting rooms 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 or physical challenges or any other characteristic that is currently protected by applicable law. The Library is not responsible for the content of meetings, programs or events held on the premises. The use of the meeting room facilities does not constitute Library endorsement of the philosophies, practices or viewpoints of presenters, participants or attendees.

Meeting Rooms are available on a first come, first serve basis to groups regardless of the beliefs or affiliations of the group.

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 such as staff training
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, an adult representative of the group must take 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. The Library Director will have complete administrative authorization and responsibility for the approval of applications and the scheduling of the meeting rooms. Authorization to use the meeting room is not transferable to any other individual, organization or group.

As a courtesy, the Library requests that groups notify the Library of a cancellation no less than 24 hours before the scheduled meeting. The Library reserves the right to change or cancel meeting room reservations due to unusual circumstances and will endeavor to notify groups at least 48 hours before the scheduled meeting, unless the building is closed as a result of an emergency.

Meeting room users agree to hold harmless, defend and indemnify the Orland Park Public

Library, its Board of Trustees, and all Library staff, against all loss, liability, damage and expense, including attorney's fees, incurred by any of the parties on account of any property damage, injury to or death of any person or persons while on the premises as a result of user's activities.

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. Exceptions will be made for special events or programs sponsored by the Library or the Friends of the Library.

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, taping signs to the walls, closing the meeting room doors, gambling, electioneering, showing whole copyrighted films, and creating other disturbances that violate the Library Patron Behavior Policy. There must be adequate supervision for any children attending.

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. Failure to comply with meeting room policy and procedures can result in a temporary loss of meeting room reservation privileges.

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; amended April 16, 2018; amended September 21, 2020**