

CLARENDON HILLS PUBLIC LIBRARY MEETING ROOM USE POLICY

The library's meeting room is designed primarily to meet the operational needs of the library and to provide accommodations for educational, informational, cultural and civic functions of the Clarendon Hills community. Meeting room space is provided for group, not individual, use in the following order of priority:

- Programs or meetings sponsored or co-sponsored by the library.
- Clarendon Hills' organizations and local non-profit groups with members who have a Clarendon Hills library card.
- Businesses located within Clarendon Hills (for non-commercial use only).

Permission to use a meeting room does not constitute endorsement of a group's policies or beliefs.

Activities are restricted to non-physical activities permitted by the library's insurance carrier. Except for library and Friends of the Library programs, the meeting room may not be reserved for social gatherings such as receptions, showers, birthday parties, dances, etc., or for fundraising or money-making purposes such as bake sales, or presentations of products or services.

The library reserves the right to refuse the use of the meeting rooms to any group or individual for any activity deemed unsuitable for the library's facilities or which may interfere with the ordinary functions and activities of the library or which may cause excessive noise, safety hazards and/or a threat to public health, safety and property.

Facilities Information

The Meeting Room seats up to 40 auditorium style or 24 seated at six folding tables. The room includes: a wall-mounted screen, sink, and separate bathroom (no kitchenette). A podium is available upon request.

Groups are responsible for setting up the meeting room into whatever arrangement they would like. Tables and chairs will be present in the room. Library staff are not responsible for setup.

Equipment Available

Wireless Internet access is available throughout the library. The user must provide a laptop capable of accessing the Internet. Subject to availability, the library's LCD projector can be reserved for use. This equipment may not be taken out of the library.

Meeting room users are responsible for operating any audiovisual equipment they require. Instruction in the use of the library's LCD projector is available, by advance appointment, from the Administrative Office.

Hours

Meetings shall be held during regular library hours and rooms cleared at least 10 minutes before closing time. Setup and cleanup must be accomplished during regular library hours.

Fees

There is a rental fee of \$25.00 for up to 4 hours of room usage and a fee of \$50 for over 4 and up to 8 hours. Applicable fees must be paid at the time of application.

Reservation Procedures

To reserve a room, one should contact the library to request a reservation form. The room is considered reserved when the library has received a completed reservation form, approved the application, and received the rental fee.

Cancellations

The library reserves the right to cancel any reservation due to unforeseen circumstances. In the event the library cancels a reservation, any fees will be refunded. Meetings canceled by an individual or group at least 24 hours before the meeting will receive a full refund of any fees paid.

Care of Facilities and Equipment

Simple refreshments may be served (coffee, punch, doughnuts, cookies, box lunches, etc.) with permission from the Library Director. Alcoholic beverages are not allowed. All groups must provide their own support for setup and cleanup. Refreshment supplies (cups, paper goods, coffee, tea, etc.) must be provided by the group.

The meeting room is to be left as found. If there is damage to the room or the equipment, the contact persons as well as the organization will be held responsible and will promptly compensate the library for repairs, cleaning or loss.

Restrictions

No admission charges, collections, tuition, sales, or other money raising activities are permitted, except those sponsored by the library or library related groups.

Businesses may use the room for closed staff meetings and the like, but cannot use the room as a space to directly or indirectly promote their business to the public.

Minors may use the meeting room with adult supervisors (at least one adult per 10 children) who will assume complete responsibility for the activities in and condition of the premises.

The individual or organization booking the meeting room is responsible for compliance with federal, state and local laws.

Publicity for a meeting/event should in no way imply library sponsorship. Publicity may include the library's name and address, but may not include the library phone number as a contact.

Liability

The renting organization will not hold the Clarendon Hills Library, Library staff or the Board of Trustees liable for accidents sustained on the premises.

Exceptions to the Meeting Room Use Policy can be made at the discretion of the Library Director.

**CLARENDON HILLS PUBLIC LIBRARY
MEETING ROOM APPLICATION**

Organization: _____ Meeting Date: _____

Time: _____ Estimated Attendance: _____ Refreshments: Y/N _____

Contact Person: _____ Phone: _____

Address: _____ Date of Appln: _____

General Purpose for Room Usage: _____

The Clarendon Hills Public Library meeting room is available for use by Clarendon Hills' organizations and local non-profit groups with members who have a Clarendon Hills Library card and by businesses located within Clarendon Hills (for non-commercial use only).

There is a fee of \$25.00 for up to 4 hours of room usage and a fee of \$50 for over 4 hours and up to 8 hours. Payment is due when the event is scheduled. Cancellations must be made 24 hours in advance to receive a refund.

The renting organization will not hold the Clarendon Hills Library, Library staff or the Board of Trustees liable for accidents sustained on the premises.

Users must follow the rules for using the meeting room as outlined in the Clarendon Hills Public Library Meeting Room Policy. Please initial below that you have read the Meeting Room Policy.

I have read the Clarendon Hills Public Library Meeting Room Policy. _____
Initials

Signed by: _____ Position: _____

For Staff use only:

Amount Paid: _____ Method: _____ Date: _____ Initials: _____