

## USE OF LIBRARY FACILITIES

## CONFERENCE ROOMS

## 650 Use of Conference Rooms

The library provides small rooms for individuals or small groups to work, study, create, or meet. There is no charge for use of a conference room. A valid Indian Prairie Library card in good standing is needed to reserve a room for advance dates. Patrons without Indian Prairie Library cards may reserve rooms on the same day on a first come, first served basis when available.

The rooms may not be used for classes or seminars that are advertised to the public and are not library-sponsored programs. Nor may the rooms be used for business promotions or the promotion of products or services. No singing, playing of musical instruments or music played on speakers that can be heard by others is allowed in the rooms.

The library has developed procedures to assist patrons in the use of the rooms. These procedures include (but are not necessarily limited to):

Room reservation process

Time limits for use of the rooms

Priority usage

Maximum number of people allowed in each room

Age restrictions

Adopted 5/15/96, Revised 3/15/00, 7/1/02, 4/20/05 (eff. 4/25/05), Complete review & revision approved 1/17/07, complete review 2/17/10, Rev. 4/20/11, Complete review 3/21/12, Complete review 3/19/14, Complete review 10/21/15, complete review 3/15/17, Complete review 1/20/21, complete review & revision approved 2/15/23

## USE OF LIBRARY FACILITIES

## MEETING ROOMS/BOARD ROOM

## 660 Meeting Rooms

The Library Meeting Rooms and Board Room are designed primarily to meet the operational needs of the library and to provide accommodations for educational, informational, cultural, and civic functions of the Indian Prairie Library District community. These spaces are provided for group, not individual, use. Programs or meetings sponsored or co-sponsored by the library, including the IPPL Foundation and Friends, take first priority.

Other groups who may use the rooms are:

- Library organizations such as LACONI or RAILS
- Local governments serving the district.
- Local community groups and organizations, both non-profit and ad-hoc, with at least one member who has an Indian Prairie Library card in good standing. The cardholder is responsible for the use of the meeting room and must be present while the room is in use.
- Businesses located within the Indian Prairie District.

660.1 Permission to use these spaces does not constitute endorsement of a group's policies or beliefs.

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

660.3 The library reserves the right to refuse the use of these spaces 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 and which may cause excessive noise, safety hazards and/or a threat to public health, safety and property. A person or group denied permission to use one of these spaces may appeal such denial at the next regularly scheduled meeting of the Library Board of Trustees. The appeal must be submitted in writing to the Executive Director one week prior to the Board meeting.

## 660.4 Description of Rooms

- Keshav Sanghani Meeting Room - seating for up to 100 auditorium style or 48 seated at eight folding tables; built-in sound system and projector, screen, podium, mini-kitchen with sink and refrigerator.
- Meeting Room 2 – seating for up to 40 auditorium style or 25 seated at folding tables; built in sound system and projector, screen, and podium.
- Board Room - seating for ten at conference table, flat screen television, sink and counter.

In addition, the library offers Conference Rooms that are available for groups and individuals. See Policy #650 for rules and regulations covering the use of these rooms.

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Groups are responsible for setting up the space for their own use, as well as cleaning up the space at the end of their reservation including restoring all furniture to original locations. Library staff are not responsible for setup or cleanup.

## 660.5 Equipment Available

Wireless Internet access is available throughout the library. The user must provide a device capable of accessing the Internet and compatible with widely used AV equipment. Subject to availability, the library has a variety of equipment available as listed on the library website that IPPL cardholders may check out. Users are responsible for operating any audiovisual equipment they require. Instruction in the use of equipment can be scheduled through the Administrative Office. Instruction must be scheduled in advance of the meeting.

## 660.6 Hours

Meetings shall be held during regular library hours and rooms cleared at least 15 minutes before closing time. Setup and cleanup must be accomplished during regular library hours and within the reservation time.

## 660.7 Fees

There is no fee for use of the Keshav Sanghani Meeting Room or Board Room by library organizations, community organizations, and local governments. There is a fee for the Keshav Sanghani Meeting Room and Board Room of \$25.00 per hour for businesses. Applicable fees must be paid at the time of application.

## 660.8 Reservation Procedures

Reservations should be made on the library's website. Groups will be booked in order of priority (See #660). The Keshav Sanghani Meeting Room and Board Room may be reserved up to three months in advance. A separate booking must be completed for each date. Reservations will be held for 10 minutes and then the room may be used by another group.

The booking must be completed by an adult (18 years old or older) Indian Prairie Library District cardholder with a card in good standing who will attend the meeting. The name and contact information of the person who has oversight of the meeting and will assume all responsibilities listed in this policy must be given as a contact for purposes of the library and for individuals who want to contact the organization or business. If a governmental entity uses a room, an employee of the governmental body must sign the application, attend the meeting, and assume all responsibilities described in this policy.

660.9 Cancellation

The library reserves the right to cancel any reservation due to unforeseen circumstances.

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The library may also cancel a reservation if library policies or procedures are violated. In the event the library cancels a reservation, any fees will be refunded.

Meetings canceled by an individual or group at least 7 days before the meeting will receive a full refund of any fees paid. No refund will be given for meetings canceled with less than 7 days' notice. Notice must be given to the Administrative Office. Groups who regularly do not provide at least three days' notice that they are cancelling the meeting will forfeit their right to book library meeting space.

#### 660.10 Refreshments and Care of Facilities and Equipment

Simple refreshments may be served (coffee, punch, doughnuts, cookies, box lunches, etc.) Alcoholic beverages are not allowed per policy #670. 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 library does not provide storage for supplies, make coffee, provide office supplies, or make photocopies. Non-library equipment, supplies, or personal effects cannot be stored or left in the library before or after use.

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

#### 660.11 Restrictions

No admission charges, collections, tuition, sales, or other money raising activities are permitted, except those sponsored by the library or library related groups. Groups may charge attendees for the actual costs of materials used in a program, i.e., workbooks, handouts, supplies.

Minors may use the rooms 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 a room is responsible for compliance with federal, state, and local laws. Americans with Disabilities Act (ADA) compliance requires that any publicity announcing a meeting or program must contain a public notice accommodation statement such as:

*Individuals with disabilities who plan to attend (insert title) meeting and who require certain accommodations to participate are requested to call (insert name and number) one week in advance of the meeting date.*

The name, address and phone number of the library may not be used as the address or headquarters for any group using the library for meeting purposes except the Indian Prairie Public Library Foundation and Friends. Except in the case of library-related organizations, publicity should in no way imply library sponsorship. Publicity may include the library's

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name and address but may not include the library phone number as a contact.

660.11 Indemnification

Any group using the Keshav Sanghani Meeting Room or Board Room shall indemnify and hold harmless the Indian Prairie Public Library District as well as respective officials and employees, from all claims, actions, suits, proceedings, costs, expenses, damages and liabilities, including attorney's fees arising out of, or resulting from, the occupancy or use of the room. The library is not responsible for equipment, supplies, materials or any other personal possessions owned by those using the Keshav Sanghani Meeting Room or Board Room.

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