

# **LEMONT PUBLIC LIBRARY DISTRICT**

## **ROOM USE POLICY**

The Lemont Public Library District (the “Library”) provides rooms for meetings, study and collaboration activities (“rooms”) to support the needs of the Library and the community served by the Library. The Library does not discriminate in making rooms 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 its users. Use of the rooms is governed by the policy established by the Library Board of Trustees and any applicable rules, procedures or regulations adopted by the Library.

The Library Director is authorized to implement the policy for the Library Board of Trustees. To that end, the Library Director shall exercise reasonable discretion in determining whether a use is “in the best interest of the Library” and is authorized to act accordingly, including limiting the use of the rooms by individuals, groups and organizations whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances.

The Library Board of Trustees may modify, amend or supplement this policy and the accompanying Fee Schedule as it deems necessary and appropriate. This Policy supersedes any prior policies and procedures previously in effect.

### **PRIORITY FOR USE**

Priority for room use shall be given in the following order:

1. Library Board of Trustees and Staff for Library-related activities.
2. Government agencies and administrative boards serving the Library community.
3. Events conducted by groups in partnership with the Library.
4. Service, community, and fraternal organizations, including but not limited to the Boy Scouts, Girl Scouts, Lions, Rotary, and Veterans of Foreign Wars, whose purposes include service to the Library’s community and/or support for the Library’s mission.
5. Local businesses and other organizations operating within the Library District.
6. All other organizations and individuals outside the Library District.

Subject to this prioritization, rooms are available within the following guidelines and the Room Use Fee Schedule established by the Board of Trustees. Room use and equipment fees will not be assessed for groups in categories 1, 2 and 3 and 4 above.

### **RESTRICTIONS**

The following restrictions apply to the use of Library rooms:

- a. All meetings must be open to the public, including those for which an admission fee is charged.
- b. Programs or gatherings which present a danger to the welfare of the participants, attendees, Library staff, patrons, and/or the community are prohibited.

- c. All individuals, groups and organizations using the meeting room are required to comply with the Americans with Disabilities Act (ADA) regarding accessibility. Individuals, groups and organizations using the room are responsible for providing interpreters or any auxiliary aids upon request by individuals with disabilities interested in attending their meeting. The Library is not responsible for, nor shall the Library pay for, any costs related to such aids.
- d. Rooms may not be used for private social functions, e.g. private parties, receptions, etc.

### **GUIDELINES FOR USE**

- a. All room use must be in compliance with the *Library Code of Conduct*, the *Unattended Child Policy*, *Tutoring Policy* and all other applicable policies. Individuals or organizations who fail to comply with these provisions, may be asked to leave the Library, lose future room use privileges and will be responsible for reimbursing the Library for damages.
- b. Activities in the rooms must remain within the reserved space and must not impact the rest of the library and other patrons' use of the library.
- c. Library personnel must have free access to rooms at all times. The Library retains the right to monitor all room use for the purpose of ensuring compliance with Library rules and regulations.
- d. Use of the rooms by outside agencies does not constitute the Library's endorsement of viewpoints expressed by participants in the program. Announcements implying or stating such endorsement are prohibited. No signage may be placed on Library Property, and groups may not block or cover room doors. Publicity for any event in the meeting rooms must clearly state that the organization is the sponsor and the Library is the location. Furthermore, the Library telephone number or website is not to be included in any news releases or flyers publicizing the event. No group may use the Library as a mailing address.
- e. Attendance is limited to the posted room capacity, which will vary depending on the room arrangement. Library staff will terminate meetings, programs or events with attendance that exceeds room capacity.
- f. Upon arrival, all groups must check in at the Adult Services Desk. The reserving individual must be present throughout the reservation. The room will then be opened and inspected by Library staff and reserving individual for condition.
- g. The individual making the reservation should be present at the time of the scheduled activity. This person, as well as the group or organization using the room, shall be responsible for any and all damages that may occur as a result of the use of the facilities.
- h. Smoking or use of tobacco products is not permitted anywhere in the Library, the meeting room or within 15 feet of any library building entrances.
- i. Food and beverages may not be served or prepared in Library rooms without the permission of the Library Director.
- j. Alcohol and/or alcoholic beverages are not permitted.
- k. Rooms are to be left as they are found. Furniture should not be rearranged. Waste must be placed in appropriate garbage and/or recycling receptacles.
- l. Signs and decorations may not be taped or stapled to walls or doors. Use of glue, crayons, paint, markers, tape, glitter, wax, candles (lit or unlit) and other craft supplies is prohibited.

- m. The Library does not provide porter service for carrying supplies or materials to the rooms.
- n. The Library cannot provide storage space for equipment or supplies for groups using the rooms
- o. Use of Library equipment may be permitted with prior arrangement with the Library Director or designee and subject to the Room Use Fee Schedule. Staff will provide assistance with setting up and use of equipment on a limited basis.
- p. Groups must return to the Adult Services desk and notify Library staff when the meeting is finished. The room will then be inspected for condition.
- q. The individual or organization reserving the room will be responsible for reimbursing the library for any damage to library furniture, equipment or facilities.

### **USE OF STUDY SPACES**

The Library has three (3) two-person study rooms and one (1) four-person Studio available for use under the following conditions:

- Use is limited to adults and teens with Lemont Library cards in good standing.
- Study spaces may be requested no more than one day in advance, using the online link provided or at the Reservation Station located next to the Adult Services Desk. No telephone reservations will be taken.
- Use is limited to a maximum of 2 hours per day.
- The requesting Library card holder must present their Library card at the Adult Services Desk and request access to the reserved Study Space.
- Reservations will be cancelled if the room is not claimed within 15 minutes of the reservation time. Repeated cancellations or no-shows will result in loss of room use privileges.

Use of these Study Spaces is subject to all the provisions and guidelines of this Room Use Policy and all other applicable policies.

### **USE OF MEETING SPACES**

The Library has the following rooms available for public use. Full details of room capacity, furniture and equipment can be found on the Library website.

Collaboration Studios A & B (6 person maximum)  
 Learning Center (16 person maximum)  
 Event Space (50 person maximum)

- a) These rooms are available only by advance request and fulfillment of all conditions noted herein.
- b) Reservation requests must be made through the library website or using the form provided. Fees will be assessed based on the Room Use Fee Schedule.

- c) Approval of reservations is subject to the provisions of this Policy. Application for the use of the Library facilities does not guarantee approval. The Director or designee will review each request for compliance with the Library's Room Use Policy after the reservation has been submitted online or in person. The Library will make its best efforts to notify the applicant of approval or denial via email within 3 business days.
- d) Room requests must be made by an individual 18 years or older. The individual making the reservation must be present when the room is in use.
- e) Rooms are available only during regular library operating hours. All reservations must conclude 15 minutes prior to the closing of the library.
- f) Reservations cannot be made more than 60 days in advance nor less than 48 hours in advance of the date requested.
- g) No group shall assign its space or reservation to another group.
- h) Groups or individuals are limited to a maximum of four (4) reservations per month; this includes different subgroups of the same business or organization.
- i) The Library reserves the right to change or cancel room reservations.
- j) Room capacities and equipment available are noted on the Room Use Application and the library website; these capacities may be reduced depending on the set up arrangement that is chosen.
- k) Limited room set up arrangements are available for the Event Space and Learning Center, which must be requested along with equipment at the time of application. Changes must be submitted in advance by phone or email and will be accommodated when possible.
- l) Only minor adjustments to the room setup will be made by Library staff prior to the start of the event. Groups may not rearrange Library furniture or move tables, chairs or other furnishings to or from other parts of the Library or use equipment without authorization.
- m) The Library Director is the person authorized to make decisions regarding the availability and use of the meeting room. The Library Director may delegate authority to approve room use applications in accordance with the above policy. The Director may deny the use of a meeting room at her reasonable discretion with consideration given to factors including, but not limited to the following: anticipated availability of parking spaces, the requested time of the event, or other factors which may impair the public's access to library services.
- n) Requests for exceptions to any of the above rules must be submitted in writing to the Library Director at the time of application.

### **EQUIPMENT**

Equipment that is available for use, and the associated fees, are listed on the library website , the Room Use Application, and the Room Use Fee Schedule.

- a. The Library will not provide equipment that has not been requested at least 3 business days in advance of use. Late equipment requests will be subject to review and availability.
- b. Individuals or organizations may use their own equipment, only with prior authorization from the Library Director or designee.

- c. Library staff will set up the requested equipment and provide basic use instructions.
- d. Library staff will not be present to operate equipment during meetings, programs or events, unless prior arrangements have been made.
- e. Equipment will not be loaned outside the Library.

### **CANCELLATIONS**

Reservations must be cancelled at least 3 days in advance through the website or by emailing the library at [reservations@lemontlibrary.org](mailto:reservations@lemontlibrary.org). Failure to provide the required notice of cancellation, or regularly cancelling room requests or reservations, will be grounds for suspension of room use privileges. Fees paid will be forfeited if a cancellation is not made 3 days prior to the reservation date. If arrival is not within 15 minutes of the scheduled start time, the reservation will be removed. Repeated cancellations will be subject to suspension of room rental privileges.

### **FAILURE TO COMPLY**

Individuals or groups presenting and attending meetings, programs and events are subject to all Library policies, rules and regulations. The Library reserves the right to suspend or revoke permission to use library rooms for any violation of Library policies, rules or regulations. Inclusion of false information on the application form will result in automatic and immediate revocation of permission.

Failure to comply with Library policies, rules and regulations (including this policy) will be grounds for suspension of room use privileges for up to six months.

### **DAMAGES AND LIABILITY**

Any individual, group or organization using the rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections or equipment caused by the group or organization, its members or those attending its program. All individuals, groups and organizations shall indemnify, defend and hold harmless the Lemont Public Library District, its officers, agents and employees from and against any and all claims, suits, actions of any kind relating to injuries or damage arising from any act or omission of the individual, group or organization's use of the meeting room.

The Library is not responsible for possessions left in a library room.

If the Library staff, Library Director or Library Board of Trustees determine that there may be a potential threat to the safety of Library staff, Library users or members of the public due to a group or speaker based upon, among other factors, prior experience at this Library or at other occasions where the group has held meetings which have been disruptive or had a potential for violence, the following shall be required: The individual or group reserving the room shall be required to pay in advance by cashier's check the reasonably estimated cost of any special security measures needed to be taken for the meeting; and the individual or group reserving the meeting room shall obtain a special event liability policy for injury or damage to property occurring at the meeting, program or event in the amount of 1 million dollars with proof of insurance to be furnished to the Library Director at least 3 business days prior to the meeting, program or event and naming the Library as an additional insured.

The applicant has read and understands the Room Use Policy and agrees that she/he is responsible for ensuring that each member of his/her organization is aware of and abides by these rules.

#### **APPEAL AND REVIEW**

The Board of Trustees of the Lemont Public Library District will review the room use policy and regulations periodically, and reserves the right to amend them at any time. The Library Board of Trustees authorizes the Library Director to waive regulations under appropriate circumstances. The Library Director or designee is the chief person empowered to make decisions regarding the availability and use of the library meeting rooms. The Library Director may delegate authority to approve meeting room applications.

Any appeals for changes to, or exceptions to, any portion of the meeting room policy will be considered. An individual or organization wishing to file an appeal shall submit it to the Library Director in writing. The Library Director will respond in writing.

Approved, Library Board of Trustees - September 13, 2016