

19.0 MEETING ROOM

The Eisenhower Public Library District provides meeting rooms for community groups when such use will not interfere with the primary functions of the Library. As a limited public forum, the Library meeting room use will not be denied to any person or organization because of any characteristic that is protected by applicable law or because of the viewpoint or beliefs of that person or organization. These include actual or perceived race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, or any other characteristic that is protected by applicable law. The Library Board subscribes to the tenets of the Library Bill of Rights, which states in part: "Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Use of the meeting room does not constitute library endorsement of the viewpoints expressed by the participants in the programs.

19.1 Priority

1. First priority for use of the meeting rooms is given to Library-sponsored meetings or programs followed by Norridge and Harwood Heights Eisenhower Library Card holders with cards in good standing.
2. The following groups also may use meeting rooms for cultural, civic, and informal educational purposes:
 - A. Library-related groups
 - B. Norridge and Harwood Heights governmental organizations or representatives of constituents within the communities of Norridge or Harwood Heights
 - C. Not-for-profit organizations/corporations (as defined by 805 ILCS 105 and with proof of not-for-profit status)
 - D. Non-business related local clubs or organizations
 - E. Businesses holding non-commercial meeting for training or educational purposes may use the Meeting Room for a fee.
 - F. The Meeting Room may not be used for gatherings of a purely social nature.

In each case, an adult cardholder must take responsibility for the group's use of the room by signing a reservation and use agreement which includes an indemnification requirement. Children should not be left unattended or allowed to roam the library. All users are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.

All non-fee paying meetings (A-D listed above) must be open to the public, and groups may not charge admission nor solicit or require donations for their meetings.

All meetings must begin no earlier than one half hour after the library opens and must end no later than one half hour before the library closes.

Meeting Room Regulations

Reservations:

The Meeting rooms may be reserved only by a person with an Eisenhower Public Library District card in good standing or an officer of a business. This contact person is responsible for the room. He or she must be present at the library before staff will open the meeting room to the group, and he or she must be present throughout the scheduled meeting. The Meeting Room may be reserved no more than 90 days in advance once all library programs for the season are confirmed, and must be reserved at least seven working days in advance. All meetings must be open to the public, and groups may not charge admission nor solicit or require donations for their meetings.

-Meeting Room reservation request forms (agreement, dates requested, setup, and signed consent) must be submitted to the Business and Community Liaison at least one week before the requested date.

-Reservations are not final until confirmed by library staff.

-Reservations will be taken on a first-come, first-served basis.

-A group may meet a maximum of 12 times per year.

-An individual may make a maximum of 12 meeting room reservations per year.

-The room may be booked no more than 90 days in advance once all library programs are confirmed for the season.

-The contact person should notify the library of a cancellation as soon as possible 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 future meeting room use.

Fees:

-Library-related groups, Norridge/Harwood Heights governmental organizations, non-profit groups (as defined by 805 ILCS 105) and non-business related local clubs and organizations may use the meeting rooms free of charge.

-Businesses will be charged a fee of \$100 for the first hour and \$75 for each additional hour or portion thereof for meeting room use. Businesses may use the room only for non-commercial meetings.

-Any group requesting use of the kitchen will be charged a fee of \$50.

-Any group may use the meeting room projector free of charge if requested in advance. It is recommended that equipment compatibility be checked before the date of the event.

-When applicable, all fees must be received within two weeks after a reservation is confirmed. For meetings which are scheduled less than two weeks in advance, payment must be made at the time of reservation.

Hours:

Meetings may be scheduled during the following times for a period up to four hours.

Monday – Thursday: 9:30 a.m. – 8:30 p.m.

Friday - Saturday: 9:30 a.m. – 4:30 p.m.

Sunday: 1:30 p.m. – 4:30 p.m.

Groups may arrive at the meeting room no more than 30 minutes before the meeting begins.

Clean-up:

The room must be returned to its 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. 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.

Damage:

No alterations may be made to the room, and nothing may be attached to the walls. No flames of any kind are permitted, including lit candles and sterno cooking fuel. Costs for damage resulting from use of the meeting room that requires replacement or professional cleaning will be the responsibility of the contact person. The organization will be barred from further use of the room and the contact person's library card will be blocked until such damages are paid.

Publicity

All publicity must state that the Eisenhower Public Library District is not a sponsor of the organization's program.

Regular Use by Groups:

Groups may not use the Library's address or phone number as the organization's contact point. Groups may not store any items at the Library.

Food:

Only non-alcoholic beverages, cold snacks, or delivered food such as box lunches or pizzas may be served in the meeting rooms. All supplies must be provided by the organization hosting the event.

Kitchen:

Only one group at a time may reserve the kitchen. There is a fee of \$50 for use of the kitchen. Use of kitchen includes use of the coffee maker and filtered water station. You must bring your own coffee grounds and filters to use the coffee maker, and any serving trays or utensils you may need. Any items left behind in the kitchen after your event will be held for 24 hours and then discarded.

Supervision:

Adequate supervision by at least one adult per 10 children must be provided for groups of young people less than 18 years of age.

Staff Assistance:

The Meeting Room and any equipment will be set up in advance as requested on the Meeting Room Setup form. We recommend testing for compatibility if you plan to use the projector.

Room setup and equipment will not be changed on the day of the meeting.

Penalties:

Failure to comply with the above regulations will result in loss of meeting room privileges. In the case of a serious disturbance, the group will be asked to vacate the room immediately, and the police will be called. Please refer to the Library User Behavior Policy for more information.

Eisenhower Public Library District
MEETING ROOM USE AGREEMENT

A group or individual may book up to 12 meetings per year. The Meeting Room may be reserved no more than 90 days in advance, but no less than seven working days in advance, pending confirmation of all library programs for the season. See the Meeting Room Regulations for details.

Please print all information clearly and legibly.

Name of organization/group: _____

Type of group:

Library-related group

Norridge/Harwood Heights governmental organization

Not-for-profit organization/corporation (as defined by 805 ILCS 105) – proof of not-for-profit status must accompany this form.

Non-business related local club or organization

Business (Non-commercial meetings only) – 1st hour \$100 fee, \$75 per hour thereafter

Contact person's name: _____

Doors will not be opened until the contact person arrives, and they must attend the entire meeting.

Contact person must be 18 or older.

Contact person's Eisenhower Library card number: _____

Contact person's address: _____

Phone: _____

Email: _____

Purpose or description of room use:

All meetings must begin no earlier than one half hour after the library opens and must end no later than one half hour before the library closes. There is a four hour limit on meeting room reservations.

Library Hours:

Monday-Thursday: 9:00-9:00

Friday-Saturday: 9:00 to 5:00

Sunday: 1:00 to 5:00

Date(s) / Time(s) Requested:

Date: _____ Start Time: _____ End Time: _____

Date: _____ Start Time: _____ End Time: _____

Date: _____ Start Time: _____ End Time: _____

Alternate date(s)/time(s) requested:

Date: _____ Start Time: _____ End Time: _____

Date: _____ Start Time: _____ End Time: _____

Date: _____ Start Time: _____ End Time: _____

Meeting Room Setup:

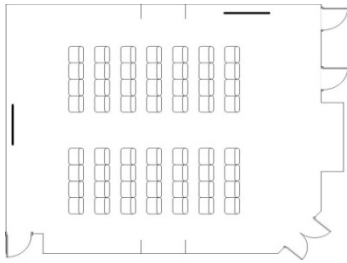
Please choose one of the following setups:
The setup will NOT be changed the day of the meeting.

Event: _____

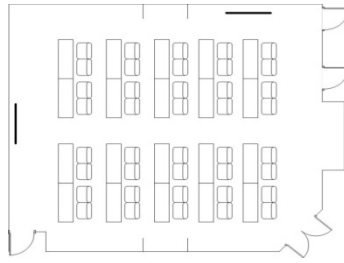
Date: _____

Time: _____

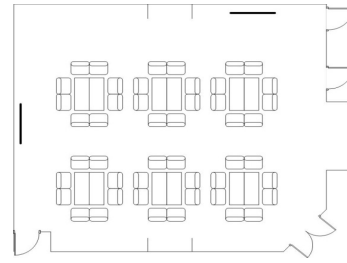
Auditorium Setup



Classroom Setup

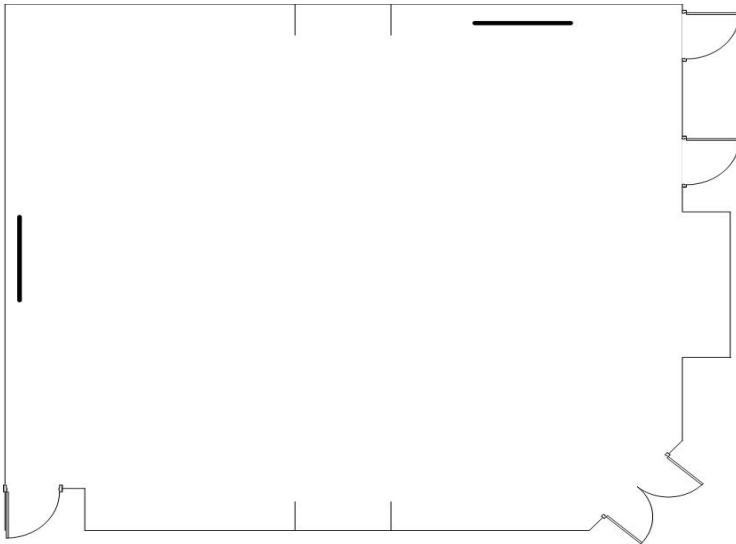


Group Discussion Setup



of chairs _____ # of tables _____

Custom Setup



Comments:

Requested Meeting Room Amenities:

Podium

Whiteboard/Easel (Supply your own whiteboard markers or paper to use as flip chart.)

Projector (Disclaimer: We cannot guarantee technology compatibility. We recommend making arrangements to test the compatibility of your technology.)

Kitchen Access (available for a \$50 fee which must be paid before the time of the event)

Library Authorization: To request a meeting room a completed form must be submitted including the agreement, dates requested, setup form, and signed consent. Reservation requests must be accompanied by a signature below. The contact person will be notified within five business days if the reservation has been confirmed or if the room is unavailable. The reservation is not confirmed until the contact person has heard back from library staff.

Consent:

I have read and agree to abide by the Meeting Room Regulations and the Library User Behavior Policy (available upon request).

I understand that failure to comply with the Meeting Room Regulations may result in a loss of meeting room privileges.

I will include the statement "This meeting/program is not an Eisenhower Public Library District activity and no sponsorship of this event by the library is implied" in all meeting publicity thus establishing that the Eisenhower Public Library District is not a sponsor of my organization's program and that use of the facility does not imply sponsorship.

I will not use the library's address or phone number as my organization's contact point.

I agree that I will hold harmless, defend and indemnify the Eisenhower Public Library District, its Board of Trustees, and all Library staff, against any and all loss, liability, damage and expense, including reasonable attorneys' fees and costs, incurred by any of the parties on account of any injury to or death of any person or persons, and/or any damage to property, while on the premises as a result of or in any way relating to the user's activities. I voluntarily assume all legal responsibility and liability for the user's activities in the Library and agree to be responsible for any damage or injury of any kind or nature to the Library's building, grounds or equipment cause by the user, its members, or those attending its program.

Library Cardholder Signature: _____

Date: _____