

Building Use

Meeting Room Use

USE OF MEETING ROOM (OHRMAN ROOM)

The use of a meeting room in the Villa Park Public Library is granted to not-for-profit groups and organizations. However, due to space and time constraints preference for use of the meeting room will be given to library and library-affiliated programs.

Other organizations may hold meetings and present programs in the room if they meet the criteria expressed in the Library Bill of Rights, which the Library endorses; that is, the program or meeting must be a socially useful and cultural activity or a discussion of current public questions. Because of the Library's affirmative position on intellectual freedom, the room is available on equal terms to groups regardless of the beliefs and affiliations of their members. Use of the meeting room for any activities that are disruptive to the library's environment will be denied or terminated.

However, some meetings are considered to be outside the criteria of the Library Bill of Rights. These include, but may not be limited to:

- Meetings promoting a specific candidate, or a slate of candidates for office or promoting the support of, or opposition to, a proposition to appear on the ballot in an upcoming election.
- The selling or advertising of commercial products or services;
- Activities and materials that a reasonable person would believe to be an endorsement of religion or religious belief by the Library;
- Activities and materials that a reasonable person would believe are defamatory, invade another person's privacy, or directly incite violence.

After library-related meetings have been scheduled, other individuals and groups will be allowed to make bookings on a "first come, first served" basis, but no more than one month in advance.

RESERVATION OF THE MEETING ROOM

An application for use of the meeting rooms must be completed by a representative of the organization who is at least 18 years of age and a resident of Villa Park. (This individual will see that the organization has abided by the Library's meeting room policy and procedures. This person will also be responsible for liaison with the Library.) Completed applications must be filed with Library Administrator's Administrative Assistant pursuant to the Regulations set out in this policy.

The Administrative Assistant will confer with the Library Administrator regarding any questionable applications. The Library Administrator is authorized to deny permission to use the Library's meeting room to any group that is prohibited as stated above; or proven by prior use of the meeting room to have allowed disorderly conduct by persons attending the meeting, or shown to have allowed such conduct in its use of other public facilities; or deemed by the Administrator to be in violation of any Library policy. No activity which is deemed to be illegal will be permitted in the meeting room, nor will any activity which may be potentially hazardous to the building, its contents, or its occupants.

APPEAL

A person or group denied permission by the Administrator to use the meeting room may appeal such denial at the next regularly scheduled meeting of the Library Board, provided, however, a notice of said appeal is delivered to the Administrator at least five days before the next regularly scheduled Board meeting. At said meeting, the appellant may be granted up to five minutes to present any argument or make a presentation in support of the reversal of the decision of the Administrator. Prior to adjournment, but after consideration of all items on the agenda for the meeting, the Board may retire and deliberate, after which the Board shall announce its decision to affirm the denial or reverse the denial. The decision of the Board shall be final.

HOURS AVAILABLE

The meeting room may be used according to the following schedule:

- Monday through Friday, 3:30 P.M. to 8:45 P.M.
- Saturday, 9:30 A.M. to 4:45 P.M.

The meeting room is not available at times that the Library is closed.

CAPACITY

The meeting room will seat up to 50 adults without tables and up to 35 adults seated with tables.

FEES

A fee of \$15.00 for use of the meeting room shall be charged to cover the costs to the Library in making the room available.

An additional fee of \$10.00 will be assessed for use of the Library's TV/DVD/VCR player.

REGULATIONS

- Permission for room use must be requested by completing the Application Form provided by the Library. The Application Form and fee should be collected by the Administrative Assistant at least three business days in advance of the meeting

- The organization will be held responsible for the conduct of their participants at the meeting.
- Library personnel must have free access to meeting rooms at all times. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with library regulations. Groups may not block off windows or lock meeting room doors. Infringement of any of the regulations here stated shall be grounds for denial of future use of meeting space.
- Meeting rooms may not be used by groups for social gatherings. (Such as showers, birthday parties, dances, etc.)
- Activities must be confined to the meeting room unless the organization has been granted permission to use other parts of the building
- Smoking: Smoking is not permitted in the Library.
- No alcoholic beverages shall be allowed on the premises of the Library.
- Food: Consumption of food and beverages is limited to the meeting room space only. The organization must provide its own refreshments, supplies, and related equipment
- Furniture and equipment: Additional furniture or equipment other than that furnished by the Library cannot be used without approval and must be removed at the end of the meeting. No equipment belonging to other groups can be stored in the Library.
- All kitchenette use must be specified on application for use of the meeting room.
- Garbage and trash must be placed in the containers provided.
- An adult shall be present to supervise meetings of children through high school age.
- Chairs and tables will be supplied when requested. For available equipment, see application form.
- No decorations which might deface any portion of the building will be permitted.
- No admission fee may be charged for any meeting. No collection may be taken before, during or after the meeting. No groups can use the meeting room if a registration or tuition charge is required of those attending. Organizations may collect dues at a meeting but cannot make payment of dues a requirement for attendance at a meeting.
- Any group or organization approved to use the meeting room must comply with the Americans with Disabilities Act. (A copy of this act is available in the Reference section.
- All workshops or seminars on financial, estate or retirement planning and related topics will be considered “for-profit” ventures and therefore, sponsoring groups or individuals will not be permitted to use the Library meeting rooms. “Educational” programs by professionals (e.g. physicians, financial planners, attorneys, etc.) are permitted only when sponsored as a “library program.” Applications to present an educational program may be made to library program staff members

- The Library Administrator or Librarian-in-Charge must review all publicity material including but not limited to press releases and announcements in advance of the scheduled meeting. If a flyer or written announcement of the event is used, the following disclaimer must be included: **The Villa Park Public Library provides meeting space as a community service. The Library neither sponsors nor endorses this event nor the presenting individual or organization.**
- The meeting rooms may not be used for activities likely to disturb regular library functions. The Library expects organizations to be considerate of library patrons and activities. The Library reserves the right to stop meetings that are disruptive to normal library operations.

LOSS OR DAMAGE

The Library is not responsible for loss or damage to the organization's property. However, each organization will pay promptly for any and all damage or injury or loss of Library property which may occur as a result of the use of the premises.

INDEMNIFICATION OF LIBRARY

The organization shall agree to indemnify, save harmless and defend the Board of Library Trustees of the Village of Villa Park, DuPage County, Illinois, members of the Board of Trustees of the Village of Villa Park and their respective officers, agents, and employees from and against any and all claims, demands, causes of action, and liabilities including all costs and reasonable attorney's fees in any manner caused by, arising from or incident to the organization's use of the Villa Park Public Library's meeting room and other facilities.

Approved 10/27/87

Revised 9/28/94

Revised 10/22/97

Revised 5/22/02

Revised 12/03

VILLA PARK PUBLIC LIBRARY
305 South Ardmore Avenue
Villa Park IL 60181
630 834-1164

**APPLICATION FORM
FOR USE OF MEETING ROOM**

Today's date _____

Organization: _____

This form must be completed by a representative of the organization who is at least 18 years of age and a resident of Villa Park.

Name: _____

Office held in organization: _____

Address: _____

Telephone: _____ Library Card Number: _____

Meeting date(s): _____

Meeting purpose: _____

(Please be specific)

Time of meeting: Start _____ Finish _____

Probable attendance: _____

Library equipment requested: No. of tables _____ No. of chairs _____

Please specify arrangement of tables and chairs.

Audio-visual (please circle) opaque projector, overhead projector, slide projector, TV/VCR/DVD player

Other equipment requested (lectern, easel, flipchart, etc.)

The undersigned has read the Library Policy on Use of the Meeting Room (Policy 530). By his/her signature below, the undersigned certifies that he/she is duly authorized by the aforementioned organization to commit said organization to abide by all of the terms and conditions of the Library's Meeting Room Use Policy, including, but not limited to, the indemnification of the Library as required therein. Please note: all applications must be signed.

SIGNATURE OF ORGANIZATION REPRESENTATIVE: _____

Library staff member accepting application: _____

Approved by Administration: _____

Organization representative notified: _____

Fee(s) collected: _____

Meeting room master calendar marked: _____

Revised 10/91 Revised 1/95
Revised 4/92 Revised 5/02
Revised 4/27/2005