

530 / Building Use

Meeting Room Use

It is the policy of the Library Board of Trustees to provide meeting room space free of charge to Villa Park and Oakbrook Terrace residents for educational purposes or for administrative activities of non-profit associations and community groups. It is the intent of the Library Board of Trustees to create a limited public forum for these purposes only.

Permission to use meeting or conference rooms does not imply endorsement, support, or co-sponsorship by the library of the group's policies or beliefs or activities. As such, the library excludes the use of our facilities for:

- 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.
- Activities and materials that a reasonable person would believe to be an endorsement of religion or religious belief by the library.
- Meeting rooms may not be used by groups for social gatherings (such as showers, birthday parties, dances, etc.).
- Activities and materials that a reasonable person would believe are defamatory, invade another person's privacy, or directly incite violence.

In most instances, the sale, advertising, solicitation, or promotion of products or services is not allowed in library meeting or conference rooms. Entry and participation fees are not permitted. However, the Friends of the Library fundraising efforts may include sales when all net proceeds benefit the Villa Park Library. In addition, products and services offered by Library-authorized presenters whose products/services relate to the subject matter of the presentations may be offered.

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 programming staff members via the online programming proposal form.

Meeting rooms may not be used for activities likely to disturb regular library functions. The library reserves the right to stop meetings that become disruptive to normal library operations.

The priority use of the meeting and conference rooms of the library will be for:

- Library-sponsored meetings or programs
- Friends of the Villa Park Library-sponsored meetings or programs

- Meetings of the Village of Villa Park and other agencies and units of government
- Meetings of Villa Park community groups and non-profit organizations

Access to Meetings

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. No organization or group may charge admission to those attending a meeting or function unless funds are being raised for the library.

Activities held in the library are subject to the requirements of the Americans with Disabilities Act (ADA). Groups and organizations must comply with applicable ADA requirements when using library meeting rooms.

Reservations

After library-related meetings have been scheduled, other individuals and groups may apply on a "first come, first served" basis, but no more than one month in advance. An application must be submitted at least three business days prior to the meeting.

An application for use of the meeting room must be completed by a representative of the organization who is a Villa Park or Oakbrook Terrace resident, 18 years of age or older. An adult shall be present in the room to supervise meetings of youth through high school age.

Completed applications will be filed and reviewed by the Library Business Manager.

The library reserves the right to change or cancel meeting room reservations.

The Library Director or the Director's designee shall administer this meeting room policy. Final approval for use of all meeting rooms rests with the Library Director.

Meeting Rooms Availability and Capacity

Meeting rooms are available for public use on the following days and times:

- Mondays – Thursdays: 10:00 a.m. - 8:30 p.m.
- Fridays – Saturdays: 12:00 p.m.– 4:30 p.m.
- Sundays from October through April: 2:00 p.m.–4:30 p.m.
- Sundays from May through September: no reservations are available

The library has two meeting rooms available for groups. The spaces listed in this policy are intended for use by groups, and not for individual use. Individuals may reserve a library study room for this purpose.

The Ohrman Room is the largest room available for reservation. It is available to all groups eligible under this policy. It can be divided into two meeting rooms (Meeting Room A and Meeting Room B). See meeting room application for arrangements and capacities.

The Jelf Room (Youth Programming Room) is available to organizations as long as children are included in the meeting. See meeting room application for arrangements and capacities.

Equipment Available for Use

Ohrman Room (Meeting Rooms A and B)

- LCD projector, HDMI connection
- 2 TV monitors, HDMI connection
- 1 DVD player
- Whiteboard
- Sinks
- Stage platform sections are available for an extra fee
- Kitchenette is available for an extra fee; usage must be requested on the application for use of the meeting room

Jelf Room (Youth Programming Room)

- 1 TV monitor, HDMI connection
- 1 DVD player
- Sink

Flat Fees

- Community groups and non-profit organizations will not be charged a fee for use of a meeting room.
- Use of the kitchenette in the Ohrman Room (Meeting Room A) is \$30.
- Use of the stage platform(s) in the Ohrman Room is \$30 per section (Four sections are available, each 4' x 8').

Food and Beverages

Light refreshments (cookies, chips, light lunch etc.) may be brought in. No alcoholic beverages are permitted. The group assumes responsibility for cleaning up the room. Food and/or uncovered beverages are not permitted outside the meeting rooms.

Publicity Materials

The Library Director or Director’s designee must review all publicity material in advance of the scheduled meeting. Publicity materials include, but are not limited to, press releases and announcements.

All publicity, including but not limited to press releases and announcements, must include the following disclaimer:

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.

Indemnification and Insurance

The library is not responsible for loss or damage to the organization's property. 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.

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 10/27/1987
Revised 09/28/1994
10/22/1997
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11/21/2022

See Related Policy 568: Patron Conduct