

5.12 MEETING ROOM POLICY

The Bellwood Public Library (the "Library") has a meeting room, the Arnie Bryant Community Room, which can be turned into two (2) smaller meeting rooms. The primary purpose of the Library's meeting rooms is to provide space for Library or Library-sponsored activities, functions, meetings and programs. When the meeting room(s) is not reserved or otherwise in use for this purpose(s), the Library may make its meeting rooms available as a limited public forum for use by organizations or groups qualified according to the following criteria and requirements to support the civic, cultural, educational, informational and recreational needs of the community.

Library meeting room use will not be denied to any organization or group because of race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, unfavorable discharge from military service, political affiliation, or any characteristic that is protected by applicable law. The Library adheres to the tenets of the American Library Association's Library Bill of Rights, including its statement that "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."

Availability and Usage

First priority of use of all meeting rooms will be given to Library and/or to Library-sponsored activities, functions, meetings, programs or events.

In addition to Library and/or Library-sponsored activities, functions, meetings programs or events, when available, the following organizations or groups may use the meeting rooms for meetings, programs or events of a civic or educational nature:

- Library-affiliated partners and/or sponsors;
- Village of Bellwood governmental tax-supported agencies;
- Non-profit organizations.

The Library reserves the right to request proof of an organization's current non-profit status.

Meeting Rooms may not be used for: (1) private and social functions, which are defined as a function solely for entertainment through companionship with family,

friends or associates, including but not limited to, anniversaries, birthday parties, showers, weddings, and social club parties; (2) meetings, events or programs (including, but not limited to, presentations, workshops and seminars) involving the sale, advertising, solicitation or promotion of goods, products or services immediately or at a future time; that are for the immediate or ultimate gain of a for-profit business or agency; or that are of a primarily commercial nature; (3) fund-raising activities; (4) gambling activities, including but not limited to, bingo, drawings, lotteries, raffles, and games of chance for monetary prizes, goods, products or other items of value, except bingo at Library or Library-sponsored activities, functions, meetings, programs or events; (5) any activity that disrupts or interferes in any way with normal Library operations or services; which by their nature are not suitable for the Library's facilities, including but not limited to, theatrical productions; creates a safety hazard, security risk or threat to public health, safety or property; or violates Library policies or rules, including but not limited to, the Library's Rules for Patron Behavior Policy, or local, state or federal law.

The Library reserves the right to terminate any meeting, program or event that does not clearly and unequivocally conform to all Library policies and rules. Failure to comply with all Library policies and rules will be grounds for suspension or revocation of meeting room privileges. Unlawful activity is grounds for suspension or revocation of meeting room privileges and the police will be called.

All meetings, programs and events in Library Meeting Rooms must be free of charge and open to the public. Fees may not be charged, collected or solicited for attendance, or for participation in, activities in Meeting Rooms and donations, dues or purchases may not be collected, solicited or required. No goods, products, services or memberships may be sold or solicited. The Library retains the right to monitor all meetings, programs and events conducted on its premises to ensure compliance with all Library policies. Library staff must have free access to Meeting Rooms at all times.

All users are responsible for complying with the provisions of the Americans with Disabilities Act ("ADA"), which requires that a meeting, program or event or materials at a meeting, program or event be provided in an accessible format in response to a request. All special ADA accommodations shall be provided by the sponsoring organization or group.

The Library Director is authorized to establish reasonable rules and regulations governing the use of Library Meeting Rooms. The Library Director is the final authority in determining use of Library Meeting Rooms.

The Library reserves the right to waive portions of this Policy to accommodate library or library-sponsored activities, functions, meetings, programs or events.

Endorsement

The Library is not responsible for the content of meetings, programs or events held on the premises. Use of a library meeting room by an organization or group does not constitute Library endorsement of the philosophies, practices or viewpoints of presenters, participants or attendees. Organizations or groups reserving use of the meeting room are responsible for their own publicity. All publicity, including any written, electronic and broadcast publicity materials about the meeting, program or event, must state that the Bellwood Public Library neither sponsors nor endorses the organization or group and its program.

Reservations

Meeting rooms may be reserved only by a person 18 years of age or older, with a current Bellwood Public Library card in good standing. Applications for use of a meeting room may be made on the form provided and submitted to Library staff as far in advance as possible, at least seventy-two (72) hours in advance of the meeting, program or event time. Applications are not confirmed until approved. Reservations will be booked in the order of their application date.

Authorization to use the Library's meeting rooms is not transferable or assignable to any other organization, group or individual. Attendance in meetings, programs or events in Library meeting rooms may not exceed room capacity established by the Village of Bellwood Fire Department.

It is the responsibility of the applicant to be present at the time of use of the meeting room to ensure compliance with this Policy and all Library policies and use of the meeting room only as specified in the application.

The applicant is responsible for the willful or accidental damage of the Library building, grounds, furnishings, equipment, property or materials which may occur as a result of the use of the meeting room by the applicant or by the organization or group or any of its attendees, presenters or participants. Any personal injury must be reported promptly to Library staff.

Organizations or groups that wish to use a meeting room for a series of meetings need to submit only one signed application form in advance of the first meeting, accompanied by a schedule of the meeting dates and times. Twelve (12) meetings per calendar year per organization or group may be scheduled. No organization or group may reserve a meeting room more than once per month.

All organizations or groups must provide at least one (1) business day notice of cancellations. When an organization or group finds it necessary to cancel a reservation, the Library staff is to be notified immediately. In the event an organization or group misses three (3) meetings in a calendar year without providing the Library notice of cancellation at least 1 business day in advance of the scheduled meeting, the organization's or group's remaining meetings, if any, will be cancelled. In order to reserve a meeting room again, the organization or group must re-submit an application. Meetings already held that year will count toward their 12 meeting limit for that calendar year.

The Library reserves the right to change or cancel previously approved meeting room reservations. Advance notice will be given to the extent feasible. The Library reserves the right to alter, amend, modify or otherwise change this Policy at any time, with or without advance notice.

Meeting Rooms

The Arnie Bryant Community Room is located in the lower level of the Library at 600 Bohland Avenue. It is accessible by an elevator and has a nearby handicapped-accessible restroom. The meeting room has an emergency exit to the Bohland Avenue street level. Room capacity is as established by the Village of Bellwood Fire Department.

Set up of the meeting room for the purpose of the meeting, program or event is the sole responsibility of those using the room, not the Library staff. The meeting room must be left in a clean, orderly condition and all refuse placed in the disposal containers provided.

Hours of Use

The meeting rooms are available to organizations or groups during the Library's normal operating hours. Meetings, programs and events must terminate as scheduled or at least 15 minutes before closing so that the meeting room is cleared and the doors can be timey locked at the Library's normal closing time.

General Rules & Regulations

1. Library staff will notify the organization or group when it is 15 minutes before the time set for the meeting, program or event to conclude.
2. The Library cannot and does not provide storage space for equipment or supplies nor can it supply porter service into the facility.

3. Only the Library's name and address may be used on any publicity or promotional materials for a meeting, program or event in the meeting room; the Library's telephone number and logo may not be used for any purpose. No users may use or list the Library's address as a mailing address or use meeting rooms as a site for conducting business operation(s).
4. The applicant reserving the meeting room is responsible for reimbursing the Library for any loss or damage that occurs to the Library building, grounds, furnishings, equipment, property or materials as a result of the use of the meeting room by the applicant or by the organization or group or any of its attendees, presenters or participants. A minimum of \$50.00 will be charged to cover such loss or damage to the Library building, grounds, furnishings, equipment, property or materials. Loss or damage to the library building, grounds, furnishings, equipment, property or materials exceeding the minimum \$50.00 charge will be forwarded to the applicant and shall require further reimbursement by the applicant.
5. Publicity announcing meetings, programs or events in the meeting rooms must be approved by the Library Director. Only activities sponsored by the Library may be advertised by the Library.
6. Library staff cannot answer questions about non-library-sponsored meetings, programs or events except to confirm the time and place. Users may provide a notice of the meeting, program or event and request the Library to post it on the Library's Community Information bulletin board.
7. Meetings, programs or events of organizations or groups comprised of members or attendees under eighteen (18) years of age must have an adult sponsor present at all times during the meeting, program or event.
8. The Library is not responsible for losses or damages incurred by any organization or group due to cancellation of the meeting, program or event by the Library.
9. No alcoholic beverages may be served in the Library, including in any of the meeting rooms. Covered non-alcoholic beverages are acceptable in meeting rooms.
10. Food is not permitted in the Library, including in any of the meeting rooms, except at library or library-sponsored activities, functions or programs.

11. Loud speakers, bullhorns and/or other amplification equipment and artificial noisemakers are not permitted in the Library, including in any of the meeting rooms.
12. Displays, posters and plaques belonging to the organization or group using the meeting room may be displayed only during the time of the meeting, program or event. The Library is not responsible for storing such items between meetings, programs or events.
13. All outside equipment and material brought in the meeting rooms or the Library's premises by the applicant or the organization or group or any individual attending, presenting, sponsoring or participating in meeting room activities must be removed from the Library's premises immediately after the meeting, program or event has concluded.
14. The public liability insurance coverage of the Library does not cover the negligence of the applicant or any group or organization using the meeting room or any of its members, attendees, presenters or participants; nor does it protect the applicant or the group or organization in the event any claim or suit is brought against it.
15. Meeting room applicants agree to indemnify, defend and hold harmless the Bellwood Public Library, its officials, officers and employees from and against any and all actions, claims or suits for any accident, personal injury or damage or loss of personal property which may occur on Library premises as a result of the use of the Library meeting room by the applicant or by the organization or group or any of its attendees, presenters or participants to the fullest extent permitted by law.

Adopted 5/16/2023.

Bellwood Public Library

600 Bohland Avenue
Bellwood, Illinois 60104
(708) 547-7393
Fax (708) 547-9352

APPLICATION FOR MEETING ROOM USE AND HOLD HARMLESS AGREEMENT

Application Date:
Organization/Group Name:
Specific Purpose of the Meeting(s):

Dates(s) and Time(s) requested (if more space is required, attach a separate sheet):

Day	Date	Time (example:1:00-3:00)		Day	Date	Time:

Room requested:	Large (limit ____ persons)
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___I have read the Bellwood Public Library's Meeting Room Policy and agree to comply with all rules and regulations as set out in the Policy and with all Library policies, including but not limited to the Library's Rules for Patron Behavior Policy.

___I understand that that Bellwood Public Library meeting rooms may not be used for: (1) private and social functions, which are defined as a function solely for entertainment through companionship with friends or associates, including but not limited to anniversaries, birthday parties, showers, weddings, and social club parties; (2) meetings, events or programs (including, but not limited to, presentations, workshops and seminars) involving the sale, advertising, solicitation or promotion of commercial products or services immediately or at a future time or for the immediate or ultimate gain of a for-profit business or agency or that are of a primarily commercial nature; (3) fund-raising activities; (4) gambling activities, including but not limited to, bingo, drawings, lotteries, raffles, and games of chance for monetary prizes, goods, products or other items of value, except bingo at Library or Library-sponsored activities, functions, meetings, programs or

events; (5) any activity that disrupts or interferes in any way with normal Library operations or services; which by their nature are not suitable for the Library's facilities, including but not limited to, theatrical productions; creates a safety hazard, security risk or threat to public health, safety or property; or violates Library policies or rules, including but not limited to, the Library's Rules for Patron Behavior Policy, or local, state or federal law.

___ I understand the Library, its officials, officers and employees, do not assume responsibility for any accident, personal injury or damage or loss of personal property which may occur as result of the use of the Library's meeting room by the undersigned or by the above organization or group or any of its attendees, presenters or participant.

___ **HOLD HARMLESS AGREEMENT.** I agree to indemnify, defend and hold harmless the Bellwood Public Library, its officials, officers and employees from and against any and all actions, claims or suits for any accident, personal injury, or damage or loss of personal property which may occur on Library premises as a result of and/or arising in whole or in part from the use of the Library meeting room by the undersigned or by the above organization or group or any of its attendees, presenters or participants to the fullest extent permitted by law, except that arising out of the sole negligence or willful misconduct of the Bellwood Public Library, its officials, officers or employees.

___ I further agree to reimburse the Bellwood Public Library for any and all willful and/or accidental damage that occurs to the library building, grounds, furnishings, equipment or materials resulting from or due to the use of the Library meeting room by the undersigned or by the above named organization or group or any of its attendees, presenters or participants.

Applicant Signature:

Print Name:

Address:

Phone Number:

Email Address:

Bellwood Public Library Card #:

Adult Sponsorship Clause (if meeting is for persons under the age of 18):

I am over the age of 18 and agree to be the adult sponsor present at the meeting(s):

Signature:

Print Name:

**BELLWOOD PUBLIC LIBRARY
MEETING ROOM DEPOSIT**

Date:
Organization or Group Name:
\$50.00 Deposit Received from: (member's name)
Member's phone number:
Member's address:
Deposit Received by: (staff member's name)

After meeting(s) are over, please return deposit check to:

Name:
Address:

For staff use only

At time of deposit make a photocopy this sheet, with check attached, for the organization member depositing the check.

Complete after meeting(s) are over:

Staple
Deposit
Check
Here

Deposit returned to person named above ☐ by mail ☐ in person
Date:
Staff member's signature

Library keeps this form when deposit is returned in person.
When deposit is returned by mail, this form is mailed to the patron and a photocopy is retained by the library.