

## Meeting Room Policy

The Bellwood Public Library's meeting rooms are available to all not-for-profit community groups and organizations subject to the rules and regulations established by the Board of Trustees.

### Types of Meetings

Priority will be given to library-sponsored groups, programs and Bellwood-based organizations. Rooms are not available for purely social gatherings, political meetings, religious services, commercial ventures, or other programs which by their nature are not suitable for the library's facilities, such as elaborate theatrical productions.

Groups may not charge admission nor request donations for attendance or participation.

Use of a library meeting room by an organization does not imply library support of the objectives of the organization.

### Reservations

Applications for use of a meeting room will be made on the form provided by a Bellwood Public Library card holder and given to Reservation Staff on the library's lower level as far in advance as possible, at least seventy-two (72) hours in advance of the program time. The application form must be signed by a Bellwood Library card holder over 18 years of age. Reservations will be booked in order of their application date.

Groups that wish to make applications for a series of meetings need fill out only one application form in advance of the first meeting, accompanied by a schedule of the meeting dates, times, and equipment needed. Twelve meetings per calendar year per group may be scheduled. Additional meeting times may be requested, but such meetings may be pre-empted with at least seventy-two (72) hours' notice for a group that has met fewer than 12 times in the calendar year.

When a group finds it necessary to cancel a reservation, the Reservation Staff is to be notified immediately. If a group misses 3 meetings in a calendar year without notifying the library, the group's remaining meetings will be cancelled and its deposit returned. In order to reserve the meeting rooms again, the group must resubmit an application and provide another deposit. Meetings already held that year will count toward their 12 meeting limit.

The library reserves the right to withdraw a previously approved room confirmation if the room is needed by a library-sponsored group. At least two weeks' advance notice will be given to the organization being pre-empted.

Any and all meetings of outside groups may be cancelled by Board action at any time.

A \$50.00 check deposit will be required of all groups using the room, except Library-sponsored groups and programs, to cover possible loss or damage to the library facility. If damage or loss to the library facility occurs as a result of the group's use of the room(s), the deposit will not be refunded. Damage amount exceeding the deposit will require further reimbursement by the group.

### Facilities

The Arnie Bryant Conference Room (large meeting 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 room is carpeted and measures 40' x 40' (1600 square feet). The meeting room has an emergency exit to the Bohland Ave. street level. There is a wall-hung projection screen installed in the room. Groups may request the use of an easel, blackboard or whiteboard. The Bellwood Fire Dept. has set a limit of 123 people to use the room at one time.

A Small Meeting Room is available on the lower level for use by small groups (20 persons maximum). An erasable whiteboard is installed in the room. A group using a meeting room may not make noise that disturbs other Library patrons in the Quiet Study Room adjacent to the Small Meeting Room.

Set up of either Meeting Room for the purpose of the meeting 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**

The meeting rooms are available to groups during the hours the library is open for general use. Meetings must terminate 15 minutes before closing so that the room cleared and the doors can be locked by normal closing time.

## **General Rules**

1. A library employee will notify the group when it is 15 minutes before the time set for the close of the meeting.
2. The library cannot provide storage space for equipment or supplies nor can it supply porter service into the facility.
3. Organizations that meet in the library may not use the library as a mailing address.
4. Organizations using the meeting room are responsible for reimbursing the library for any damage that occurs to library furniture, furnishings or equipment due to the group's use of the room.
5. Publicity announcing meetings in the rooms must be approved by the Director and must in no way imply library sponsorship. Only activities sponsored by the library will be advertised by the library.
6. Library staff cannot answer questions about non-library-sponsored meetings except to confirm the time and place of the meetings. Organizations may provide a notice of their meetings and request the library post it on the library's Community Information bulletin board.
7. Meetings of groups of individuals under eighteen years of age must be attended by an adult sponsor.
8. The library is not responsible for losses incurred by the group due to cancellation of the meeting by the library.
9. No alcoholic beverages may be served in the library.
10. Displays, posters and plaques belonging to the group using the room may be displayed only during the time of the meeting. The library cannot be responsible for storing such items between meetings.
11. All outside equipment and material brought in by the user of the rooms must be removed from the library premises immediately after the meeting.
12. The public liability insurance coverage of the Library does not cover the negligence of the group or organization using the room or any of its members or guests, nor does it protect the group or organization if suit is brought against it. The group or organization will indemnify and save harmless the Bellwood Public Library from any loss or liability by virtue of its use of the meeting room to the full extent permitted by law.
13. Depending upon the type of event or activity, the Library at the discretion of the Director, may require a certificate of insurance from the sponsoring organization or individual, naming the Library as an additional insured.

# Bellwood Public Library

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

## APPLICATION FOR MEETING ROOM USE

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:

<b>Room requested:</b>	<input type="checkbox"/>	Large (limit 123 persons)	<input type="checkbox"/>	Small (limit 20 persons)
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\_\_\_ I have read the Bellwood Public Library policy on the use of its meeting rooms and agree to comply with all regulations.

\_\_\_ I understand that that Bellwood Public Library meeting rooms may not be used for political meetings or for-profit ventures.

\_\_\_ I understand the Library is not responsible for equipment, supplies, materials or any personal possessions owned by those sponsoring or attending the meeting described above. I agree the indemnify and save harmless the staff and trustees of the Bellwood Public Library and the Village of Bellwood for any and all accidents which may be sustained on the premises.

\_\_\_ I agree to reimburse the Bellwood Public Library for any and all willful and/or accidental damages that occur to the library building, grounds, furniture, furnishings or equipment resulting from this use of such room.

Signature	
Print Name	
Address	
Phone Number	
Bellwood Public Library Card #	
<b>Adult Sponsorship Clause</b> (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	

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## 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:	

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**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:

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

Staple  
Deposit  
Check  
Here

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.