

Elmwood Park Public Library

Library Meeting Room Policy

Types of Meetings

The Library's meeting rooms are designed to be used for the library's own programs. When they are not needed for library activities, they may be available for use by other Elmwood Park governmental agencies, non-profit community groups, and other groups subject to policies established by the Elmwood Park Public Library Board of Trustees. The use of the meeting room will be assigned in the order of the receipt of application.

Availability of Meeting Rooms

The meeting rooms will be available during operating hours. Use is contingent upon availability of proper custodianship and noninterference with regular library operation. The John Ferrentino meeting room may be available outside of normal library hours. A member of the library security staff, subject to their availability, must be present to oversee the library facilities for after-hour usage. The applicant must pay a compensation fee of \$16.00 per hour for the scheduled hours, in advance.

General Rules

- The library will not provide space for permanent displays, storage of equipment or supplies for groups using the Meeting Room.
- The library does not provide personnel to assist group activities nor provide information regarding meetings, other than the name of the organization and the time of the meeting.
- Organizations meeting in the library may not use the library as a mailing address.
- Advertisements for meetings held in the library but not sponsored by the library must display the name of the sponsoring organization.
- Room is to be left clean and orderly and setup and configured as it was found. The Library reserves the right to charge an additional fee if excessive clean up is required.
- Alcoholic beverages are not permitted.
- Smoking is not permitted.
- The room capacity is limited by order of the Elmwood Park Fire Marshall.
- Children must be under responsible adult supervision at all times.

Kitchen Facility

- Use of the kitchen in the John Ferrentino meeting room is \$25.00. This fee applies to all groups using the kitchen.
- The kitchen facility is equipped with a refrigerator, microwave and electric oven which can be used to prepare light refreshments.
- All plates, cups, eating utensils, etc. must be furnished by the user.
- The kitchen and all facilities used must be left clean, all refuse removed, all food items must be removed, all electrical equipment must be turned off, and all furnishings cleaned.
- The Library reserves the right to charge an additional fee if excessive cleaning is required.
- The Library is not responsible for any equipment left in the kitchen.

Hold Harmless Agreement

Any group of persons using the meeting rooms must indemnify and hold harmless the Trustees of the Elmwood Park Public Library and of the Village of Elmwood Park for any and all accidents, injuries, or damage to property, which may be sustained on the premises.

Property Damage

Any group or person using the meeting room agrees to be held responsible for damage to the library building, grounds or equipment connected to the use of the room.

Application for Use

Written application for use of the meeting room may be made on the Library's pre-printed request form, by a qualified officer of the organization and addressed to the Business Office at the Elmwood Park Public Library, 1 Conti Parkway, Elmwood Park, Illinois 60707 or by completing the form on the library's website www.elmwoodparklibrary.org.

A group wishing to reserve the room shall make application at least 14 days in advance of the planned meeting and no more than 60 days in advance of the planned meeting.

The use of the meeting room will be assigned in the order of the receipt of application. Library sponsored events take priority and may cause the cancellation of reservations of other groups.

Rescinding of Privileges for Use of the Meeting Room

If these rules and regulations as set up by the Library Board are not adhered to by the organization using the room, the Library Board reserves the right to withdraw the privilege of the use of the room by written notice.

The Library Board reserves the right to ask that any organization change its regularly scheduled meetings to another date, or withdraw a scheduled meeting by giving reasonable notice to the proper officer of the organization.

Use of the meeting rooms does not constitute an endorsement of the views of the user of the room by the Library.

The Trustees of the Elmwood Park Public Library reserve for themselves the right to modify or change the above rules and to accept or reject any or all applications.

Fees

For Elmwood Park Governmental agencies, and non-profit community groups there is no room rental charge. In cases where a non-profit designation is not readily apparent, proof of tax-exempt status may be required to establish eligibility.

In the case of For Profit Organizations the cost to use the room is \$100 per hour.

Use of the kitchen in the first floor meeting rooms is \$25.00. This fee applies to all groups using the kitchen.

If your meeting requires setup or cleanup by library staff a fee of \$25.00 will be charged.

Fees are non-refundable unless notice of cancellation is received 48 hours in advance of the scheduled meeting.

Fees are due to the Business Office of the Library no later than one week in advance of the event.

**Elmwood Park Public Library
Application for Use of the Meeting Room**

DATE: _____

In the name of the _____ organization, I am applying for use of the Elmwood Park Public Library Meeting Room. I have read the attached Meeting Room Policy and agree to comply with all regulations. I understand that no admission fees may be charged or solicitations made; I also understand that the library is not responsible for equipment, supplies, materials, or any personal possessions owned by those sponsoring or attending the meeting or activity described below. The undersigned will indemnify and hold harmless the Board of Trustees of the Elmwood Park Public Library and of the Village of Elmwood Park for any and all injuries to persons or damage to property arising out of the use of the Meeting Room.

PURPOSE AND FUNCTION OF ORGANIZATION: _____

____ GOVERNMENTAL AGENCY ____ FOR PROFIT ____ NON-PROFIT

NAME OF PRESIDING OFFICER OR CHAIRPERSON: _____

TYPE OF MEETING OR PROGRAM: _____

DATE AND HOUR REQUESTED: _____

LENGTH OF MEETING: _____ ATTENDANCE: _____

KITCHEN \$25.00 _____ SETUP/CLEANUP \$25.00 _____ SECURITY \$16.00 per hour _____

NAME AND TITLE OF PERSON COMPLETING THIS APPLICATION:

ADDRESS: _____

SIGNATURE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

ALTERNATE CONTACT: _____ TELEPHONE: _____

ADDRESS: _____

EMAIL ADDRESS: _____

FOR LIBRARY USE ONLY: PLEASE DO NOT WRITE BELOW THIS LINE

Application Approved: _____ Not Approved: _____

Meeting scheduled: _____

Notified: _____ By: _____

SPECIAL CONDITIONS: _____

Remarks: _____

FEES PAID

____ KITCHEN ____ SETUP ____ ROOM FEE ____ SECURITY

Policy Review and Revision

Elmwood Park Public Library Board of Trustees
will review this document at least biennially.

Approved and Adopted by Library Board, February 2013