

Meeting Room Policy

Meeting room space is provided to further the informational, cultural and recreational goals for which the Itasca Community Library (ICL) exists. It is the policy of the Library Board of Trustees to provide meeting room space free of charge to current residents or property owners of the ICL with a valid library card for uses which clearly and unequivocally conform to all policies approved by the Library Board of Trustees.

Availability and Use

Meeting rooms are available on an equitable basis to community groups regardless of the beliefs or affiliations of the group. Priority for the use of the meeting rooms will be given in the following order:

- 1) Library-sponsored meetings, programs or events.
- 2) Meetings, programs or events sponsored by not-for-profit organizations and businesses located in the Village of Itasca. Not-for-profit organizations include those engaged in intellectual, charitable, civic, cultural, educational and/or recreational activities.

If, on the advice of law enforcement officials, the Library Director or Library Board of Trustees determines that a reasonable possibility of a threat to the safety of library staff, library users or members of the public might occur, based on prior experience of the group or speaker at this library or at other occasions where the group has held meetings which have been disruptive or had a potential for violence, the following shall be required: The individual or group reserving the meeting room shall be required to pay in advance by cashier's check the reasonably estimated cost of any special security measures needed to be taken for the meeting; and the individual or group reserving the meeting room shall obtain a special event liability policy for \$1,000,000.00 for injury or damage to property occurring at the meeting, program or event.

Reservations

Reservations for ICL meeting rooms must be made by an adult with a valid ICL library card. The applicant who reserves the meeting room for a group will be the contact person and person responsible for the meeting room at all times. Only the applicant will be able to make changes to the meeting room reservations. Meeting rooms may be reserved for up to 12 meetings in a one year period. Groups may not meet more than once per week. Meeting room reservations may be called in but are not confirmed until the application form has been completed, signed and processed.

Regular Group Users

(Groups who have used a library meeting in the previous year for one full year)

Regular Group Users who wish to keep the day and time of the meeting room that they used in a previous year may book meeting rooms one year in advance beginning July 1st of each year. If a Regular Group User does apply for a meeting room after July 31st the group will have to follow the policy of the New Group Users.

New Group Users

(Groups who have never used a library meeting room)

New Group Users may book meeting rooms one year in advance beginning August 1st of each year. Groups will be booked in order of priority and then by the date and time that application is received.

Endorsement

The library is not responsible for the content of meetings, programs or events held on the premises. The use of the meeting room facilities does not constitute library endorsement of the philosophies, practices or viewpoints of presenters, participants or attendees.

Regulations

Individuals or groups presenting and attending meetings, programs and events are subject to all library policies, rules and regulations. By providing their ICL library card number, applicants agree to: abide by this meeting room policy; conform to the use specified in its submitted request; abide by meeting room use guidelines; and, assure participant and attendee compliance with library policies, rules, and regulations. Failure to comply with library policies, rules and regulations will be grounds for suspension of meeting room privileges. The library reserves the right to refuse any group either because of the nature of its activities or because of previous disregard for the policy regulations. Permission to use the library meeting rooms will be withheld from groups damaging library property or causing a disturbance.

The applicant is responsible for library property, materials, equipment and furnishings during the period of use and until the meeting, program or event is concluded. Basic meeting room equipment is available if the equipment is not being used by library staff. Meeting room applicant is responsible for set up and break-down of all furniture and equipment for all meetings.

The library, its employees and Trustees do not assume responsibility for personal injury or damage or loss of personal property during the applicant's use of a meeting room. Personal injury, damage or loss of personal property must be reported promptly to library staff.

The library retains the right to monitor all meetings, programs and events conducted on the premises to ensure compliance with library regulations. Library staff must have free access to meeting rooms at all times

All meetings, programs and events must be free of charge and open to the public. Fees may not be charged to participate in activities in library meeting rooms and donations may not be solicited, either immediately or at a future time. Meeting rooms may not be used for fund raising activities, except for those that result in a direct benefit to the library and have received prior approval of the Library Director. Meeting rooms may not be used for meetings, programs or events (including, but not limited to, workshops and seminars) involving the sale, advertising, solicitation or promotion of commercial products or services immediately or at a future time.

Educational programs presented by credentialed professionals are permitted only when officially sponsored by the library. Application to present an educational program must be made to the Library Director.

Groups composed of members under the age of 18 must have an adult sponsor in attendance at all times during their meetings. Children under eight years of age must be accompanied by a caregiver at all times. The library does not provide baby-sitting service for persons attending meetings.

Meeting rooms may not be used for study groups or tutoring unless approval is given by Library Director. Meeting rooms may not be used for private social gatherings or parties.

Attendance in meetings, programs or events may not exceed room capacity as posted by the local Fire Department.

Meetings, programs or events may not disrupt library users or staff. The library reserves the right to terminate meetings, programs and events that disrupt or interfere with normal library operations.

Groups using meeting rooms may not receive mail at the library's address or publish the library's phone number as a contact for the organization of the meeting. Library staff will not deliver messages to meeting participants unless it is an emergency.

Library staff will not make photocopies of materials for group meetings. A public copier is available for meeting room leaders and participants.

Meeting rooms are available for use during library hours. In the event that a meeting lasts longer than library operation the group will be required to turn out lights in the meeting room, check washroom facilities, and make sure front door is secure and locked.

All groups must provide notice of cancellations and no individual or group may assign its reservation to another individual or group. The library reserves the right to change or cancel meeting room reservations. If changes or cancellations are necessary, the library will provide the group with as much notice as possible.

Basic refreshments are allowed and meeting room applicant is responsible for all clean up necessary for food or drink used during group meetings.

No taping or attaching of items to walls, chairs, doors, etc. is allowed. The use of hazardous materials or lighted candles is not allowed.

Violation notices will be sent to applicants who do not follow ICL policies and meeting room rules and regulations.

Appeal

A group denied permission to use a meeting room may appeal such denial at an ICL Board of Trustees meeting. The appeal must be submitted in writing. The appeal must be received at least two weeks prior to a board meeting. At said meeting the meeting room applicant may be granted time to present any argument or make a presentation in support of the reversal of the decision of the Library Director. The decision of the ICL Board of Trustees shall be final.

Board Approved:

Official Policy November 16, 2010