

Policy and Procedure Manual	Section B 1.1
Public Policy Meeting Room Policy Rules and Regulations	Issued: July 19, 2004; amended October 18, 2004; amended March 15, 2010; amended January 25, 2016; amended February 14, 2017  Approving Authority: Administration

**Meeting Room Policy  
Rules and  
Regulations**

**Application for Use**

- The representative who submitted the Reservation and Use Agreement must be present at the Library before staff will open the meeting room to the group, and he or she must be present throughout the scheduled meeting. It is the responsibility of the person submitting the application to ensure compliance with the code restrictions relating to meeting room occupancy limits and with fire and safety regulations. The person submitting the form shall be responsible for the willful or accidental damage of the Library building, grounds or equipment and shall be responsible for the prompt reimbursement to the Library for any damage to Library building, grounds or equipment.
- The person submitting the application and any group or persons using the meeting rooms must indemnify and hold harmless the Orland Park Public Library, its Board of Trustees, all Library staff, and the Village of Orland Park for any and all accidents which may occur on Library premises while they are here.
- Application must be made on an approved form and by a qualified officer or representative of the group, eighteen years or older.
- Applicants must provide a contact name and phone number.
- Meeting rooms must be reserved at least ten (10) business days in advance. Meeting rooms may be reserved no more than three months in advance.
- The Library Director or her/his designee will have complete administrative responsibility for approval of applications and scheduling programs.
- **Reservations are not final until confirmed by email and/or phone call by the Library staff.** When applicable, all fees must be received within two weeks after a reservation is confirmed. For meetings which are scheduled less than three (3) weeks in advance, payment must be made at the time of reservation.
- Authorization to use the meeting room is not transferable to another organization.
- The use of the meeting room shall be scheduled in order by priority and then by date on the application.
- The Library reserves the right to request any group to change its approved schedule to another date. Notice will be given to the person signing the application.
- Library staff will not be available to make room arrangement changes or to

provide support services such as carrying equipment or materials into or around the library, operating audio-visual equipment, making photocopies or handling attendee registration for a scheduled meeting.

- A group may make a maximum of twelve (12) meeting room reservations per year.
- Groups should notify the Library of a cancellation as soon as possible at 708-428-5205, but no less than 24 hours in advance. Repeated cancellations or unused reservations (2 or more within a 12 month period) will result in denial of meeting room use.
- In the event of an emergency closing of the Library, all reservations are automatically cancelled and any fees will be refunded. Library staff will attempt to inform the contact person of the closing.
- Email and/or phone call notification will be sent to users being denied use of the meeting room, stating the reasons for denial. This notification will be sent within five (5) business days of the receipt of the application.
- Users who have been denied permission to use the meeting rooms based on reasons other than availability, may appeal such denial to the Board of Trustees at the Board's next regularly scheduled meeting. Written notice of that appeal and all written documentation supporting that appeal must be delivered to the Library at least five (5) business days before the Board meeting.

### **Prohibited Uses and Activities**

- The meeting rooms will not be available to any groups for the following:
  - Commercial ventures for which admission is charged, or at which a collection is taken, sales made or funds raised.
  - Private and social functions designed for entertainment through companionship with friends and associates.
  - For employee recruitment
  - Depositions
  - Instructors conducting classes of any size for profit, and groups promoting future courses or services entailing fees.
  - Any activity which would materially and substantially interfere with the proper functions of the Library, such as excessive noise, a safety hazard or a security risk is not allowed.
  - Benefits for private individuals are not allowed.
- Storage space for equipment or supplies for groups using the meeting rooms is not available.
- Smoking is not permitted.
- No flames of any kind are permitted, including lit candles, and sterno cooking fuel.
- Gambling is not allowed.
- Alcoholic beverages are not permitted.
- Nothing can be attached/applied to the walls.
- In case of serious disturbance the police will be called. Library staff cannot be called to handle disturbances in meeting rooms used by outside groups.
- Glitter and glitter glue are not allowed in the library.

## **Meeting Room Fees**

- Non-profit groups, government entities, and Orland Park community groups may use the meeting room free of charge. Non-profit groups may be asked to show proof of 501(c) status.
- Businesses will be charged a fee of \$50 per hour for Room 102 and \$75 per hour for Room 104 for meeting room use. Businesses may use the room only for non-commercial meetings. The person signing the application is responsible for payment.
- The Public Information Manager, Library Director, or his/her appointed delegate must be notified if a meeting is cancelled. Meetings cancelled at least five (5) business days before the meeting will receive a full refund. No refund will be given for cancelled meetings with less than five (5) business days notice.
- All groups will be charged \$25 per hour for the use of any audiovisual equipment, subject to availability.
- Checks or money orders should be made payable to Orland Park Public Library.

## **Hours**

- Meetings may be scheduled Monday – Friday: 9:30 a.m. – 8:30 p.m.
- Groups may arrive at the meeting room 30 minutes before the meeting begins. All meeting rooms must be vacated no later than 8:45 p.m.

## **General Rules for Use of Meeting Rooms**

- Use of the meeting rooms may not interfere with the normal operations of the Library.
- The Library is not responsible for equipment, supplies, materials, or personal possessions owned by those sponsoring or attending a meeting or activity.
- If children are present, they must be under adequate and proper adult supervision at all times. One (1) adult must be present for each ten (10) children in attendance.
- Groups may not use the Library's address or phone number as the organization's contact point.
- The Library will not provide storage space for equipment or supplies for groups using the meeting rooms.

## **Room Set-Up**

- Only theater-style seating is available in Room 104, which is the large meeting room, with the exception of government groups.
- Equipment available includes projection screen, podium, microphones, tables and chairs, video projector, slide projector, Internet access and overhead projector. Equipment must be requested on the application and will be supplied subject to equipment and staff availability.
- Library staff will not be available to make room arrangement changes or to provide support services such as carrying equipment or materials into or around the Library, making photocopies or handling attendee registration for a scheduled meeting.

## **Food**

- Only non-alcoholic beverages and cold foods, such as light snacks or box lunches may be served in the meeting rooms. Catered meals, other than box lunches, must be approved by the Public Information Manager.
- The following food items are not permitted in the meeting rooms:
  - red and/or blue drinks
  - red, blue, black and/or other dark-colored frosting
- Tablecloths are required if doing crafts and/or food.
- Food preparation is not permitted.
- Hotplates, sterno cooking fuel, and other products that are used to heat food are prohibited.
- All supplies must be provided by the organization.
- Food deliveries must come through the southwest outside entrance in the meeting room area.

## **Kitchen**

- Only one group at a time may reserve the kitchen.
- All paper products, coffee pots, etc. must be provided by the user.

## **Clean-Up**

- The meeting rooms must be returned to their original condition at the end of the meeting. A fee commensurate with the work required, but not less than \$25, will be charged if the room is not left in its original condition or the kitchen and serving utensils are not clean. The organization will be barred from further use of the room and the contact person's Library card will be blocked until any such fees are paid.
- No alterations may be made to the room, and nothing attached to the walls.
- Costs for damage resulting from use of the meeting room that requires replacement or professional cleaning will be the responsibility of the organization using the room. The organization will be barred from further use of the meeting rooms and the contact person's Library card will be blocked until such damages are paid.
- Housekeeping supplies are not provided.
- Chairs and tables must be returned to their original position.

## **Publicity**

- Individuals and organizations reserving use of the meeting rooms are responsible for their own publicity.
- All publicity must state that the Orland Park Public Library is not a sponsor of this organization and its program.
- All promotional materials posted or distributed at the Library must be submitted to the Public Information Manager for approval and posting.
- The location of the Library should be publicized, but the Library's telephone number may not be used for any purpose.

- The Library is not to be included as a source of further information.
- The Library will not handle attendee registrations or take messages for program participants.

### **Non-Compliance**

- Failure to comply with the above regulations will result in loss of meeting room privileges.

These regulations are not-all-inclusive: approval of individual meeting situations not described here will be determined by the Library Director. Waiver of any prohibitions in these procedures must be requested by written application directed to the Library Director.

*Procedures and/or rules and regulations are developed in conjunction with a policy and are subject to change on an as needed basis.*