

## Meeting Room Policy

Approved 2/2023

The Maywood Public Library District offers meeting room space in order to support our mission to provide an environment where community members can come together.

### Availability and Use

Room and equipment availability is as follows:

- Room 201 (capacity 60 people)
- Room 201 Projector Screen
- Room 202 (capacity 30 people)
- Projector with attached DVD player, laptop and speakers (must be reserved 15 days before event)
- Podium

The meeting rooms are available for reservation at the following times:

Monday through Thursday	10:15 a.m. to 6:45 p.m.
Friday & Saturday	10:15 a.m. to 3:45 p.m.

All groups must be out 15 minutes prior to the library's closing time.

Priority for any meeting room is given first to library and library-sponsored or co-sponsored functions.

The Library makes its meeting rooms available as "designed and limited forums" for meetings and programs to:

1. Library District sponsored meetings or programs.
2. Friends of the Maywood Public Library District programs, meetings or activities;
3. Meetings of municipalities, agencies or departments of local government located within the library boundaries;
4. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a non-profit 501 (c)(3); within the boundaries of Maywood Public Library District
5. Businesses within the district boundaries in need of space to conduct a meeting.

The library's meeting rooms may not be used for:

1. The sale or promotion of commercial products or services, except in conjunction with a library-sponsored event or program. This includes informational or educational offerings held for the ultimate purpose of soliciting sales or commercial products or services;
2. Social meetings or private parties, including, but not limited to birthday and graduation parties, and showers;

3. Groups who have no members residing within the Maywood Public Library District boundaries;
4. Religious worship services or proselytizing; or
5. Any illegal activities.

Permission to use the meeting rooms does not imply endorsement of an outside organization by the library and groups may not state or imply library sponsorship when publicizing the event. Any communication and advertising must clearly state: Event not sponsored by the Maywood Public Library District. All meetings must be open to the public. Doors may not be locked at any time, per Maywood Fire Ordinance.

### General Rules and Regulations

1. The Maywood Public Library District complies with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities and all patrons holding public meetings are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.
2. Library sponsored groups shall have the first choice of time. Reservations shall be taken on a first-come, first-served basis. Where a conflict exists, regarding requested dates, preference shall be given in the order of the listing of who rooms are available to, above.
3. Any groups wishing to show a film or documentary must provide the library with proof that they have obtained the public performance rights for the movie.
4. Storage is not available before or after room use. The library is not responsible for the safety of or damage to personal property.
5. Library meeting rooms may not be used for the sale, advertising, solicitation, or promotion of any products or services. Admission or fees of any kind may not be charged. Donations may be taken if approved in advance by the Library Director or except as otherwise allowed by law.
6. Organizations meeting in the library may not use the library as a mailing address or telephone number. The telephone facilities of the library shall not be available to the persons meeting in the building.
7. Nothing may be attached to the walls, ceilings, doors or light fixtures of the meeting room. Decorations must be limited to those items which can stand on the floor or a table, and which conform to fire regulations.
8. Smoking and the use of e-cigarettes, food and alcoholic beverages are not permitted.
9. Excessive noise or disruption to the functions of the library are not permitted. All those present must abide by the library's Public Code of Behavior policy.
10. The use of hazardous materials or incendiary devices (including candles) is prohibited.

11. Bringing animals, other than service animals necessary for a disability, into the library is prohibited, except as authorized by the Library Director.
12. Posted occupancy limits must be observed and enforced by the signee.
13. Use of the Maywood Public Library District name, address or telephone number as the official contact information for any organization using the rooms is strictly prohibited.
14. MPLD staff will open windows and adjust blinds if requested. MPLD staff will not provide any porter services or carry supplies or items for organizers.

## Reservation Process

Reservations for the rooms must be completed by a Maywood resident 18 years or older with a valid Maywood library card in good standing.

The requestor must be present during the entire event. A second requestor may be added to the reservation and the room reservation may be transferred to that person. To preserve the confidentiality of the signee, the library will only speak to the cardholder or alternate cardholder who reserved the room regarding the reservation. The library has full discretion to approve room usage.

Maywood residents may not reserve the meeting rooms for more than 2 meetings per month. The use of the meeting rooms by Maywood groups shall be subject to the following restrictions:

1. Reservations are made by completing a Meeting Room application and submitting the required fee up to three (3) days prior to the event.
2. Meeting rooms may be booked two months in advance.
3. The person reserving the room must choose from standard set-up options. Special set-ups are not available.
4. Access to the meeting rooms will not be granted before the agreed start time of the reservation and must be vacated by the agreed end time. Failure to vacate on time will incur fees and/or revocation of meeting room privileges.
5. Once the room reservation has been confirmed, the reservation will be honored unless the group violates the conditions set forth for the use of the room or in the event of an emergency. The library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances.
6. A brief orientation will be provided by library staff at the start of every event. Library staff will not be available to operate equipment for the duration of the event, but will review how to use the equipment in the rooms during the orientation.
7. Patrons are encouraged to cancel reservations at least 24 hours in advance for all reservations. Any group that reserves a room that requires technology or set-up of furniture must cancel at least 24 hours in advance or they will be assessed a cancellation fine of \$100.00 and may lose future meeting room privileges. The library will waive the fee for first instance of non-compliance. Any group that fails to

show up for their reservation or fails to cancel their booking prior to the start time of their reservation will be assessed a cancellation fine of \$100.00 and may lose future meeting room privileges. The library will waive the fee for first instance of non-compliance.

## Fees & Fines

Fees and fines will be added to the patron's library card and may be paid at the Circulation Desk.

<b>Fees:</b>	Non-Profit	Profit
Meeting Room	\$15.00	\$50.00
Light Refreshment	\$15.00	\$15.00

Light Refreshment Definition: For purposes of this policy, bottles of water, soft drinks, juice, tea and coffee and an edible item that may serve between meals, such as popcorn, chips, donuts, sweet rolls, pieces of fruits etc.

**Extended Use of Meeting Room:** is \$25 per each partial or additional 15 minutes when the library is open. If a room is not vacated at the agreed upon time, the signee shall pay \$25 for each partial or additional 15 minutes of use of the room. Room Occupancy after library Closes is a \$100 fine if occupants are still in the room after the library closed unless waived by library Administration. The library will waive the fee for first instance of non-compliance.

**Cancellation or No Show Fine:** \$100.00 as outlined above.

The library reserves the right to charge additional fees if needed to ensure compliance with any applicable local, state or federal laws or in the interest of safety.

## Equal Opportunity

Meeting rooms are available on an equitable basis to community groups regardless of the beliefs or affiliations of the group. The Maywood Public Library District's meeting rooms will be available to reasonably accommodate all patrons, regardless of race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics. However, the library does not guarantee availability to any individual citizen or group.

## Liability

The organization or individual agrees to indemnify and hold harmless the Maywood Public Library District from any loss, cost, expense or damage occasioned by the use of the meeting room.

In addition, each group or organization using the library's meeting rooms shall be responsible for damage to the room and its contents, including any library equipment, used by the group. A charge will be assessed for any special cleaning or repairs made necessary by a group. The full cost of repairs, up to full replacement costs of damaged materials and equipment, will be assessed.

### Withdrawal of Privileges

Failure to abide by the requirements and regulations set forth in this policy will result in a possible charge or revocation of meeting room privileges.