

MAYWOOD PUBLIC LIBRARY DISTRICT

MEETING ROOM  
Policy and Regulations

The Maywood Public Library is aware of the need for meeting space for local groups. Making accommodations to the public is a service which the library may render under conditions set by the Library District's Board of Library Trustees. Permission to use the meeting room does not constitute an endorsement of the group's policies or beliefs.

Space, staff limitations and library schedules necessarily require regulatory measures which affect the use of the meeting room. These rules may be modified for official library functions when deemed appropriate. The Board of Library Trustees and Administrative Librarian reserve the right to deny permission to use the meeting room. Library functions take precedence over outside functions.

The policies governing the use of the meeting room at the Maywood Public Library District are based on Article 5 of the **LIBRARY BILL OF RIGHTS**: As an institution of education for democratic living, the library district should welcome the use of its meeting rooms for the socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community, regardless of the beliefs and affiliations of their members.

The Board of Library Trustees of the Maywood Public Library District offers the use of its meeting room for cultural, educational or civic purposes. Use of the room is subject to the following conditions.

I. PERMISSIBLE MEETING PURPOSES

The use of the meeting room will be assigned by the Administrative Librarian in order to render use of the facility to benefit the greatest number of district residents and to serve the needs of the community in the following order:

- A. Library District sponsored meetings or programs.
- B. Friends of the Library sponsored meetings or programs.
- C. Non-profit organization sponsored meetings or programs.
- D. Educational, cultural or civic meetings or programs of organizations based within the boundaries of the Maywood Public Library District.
- E. Meetings of official agencies located within the Maywood Public Library District.
- F. Other meetings which in the opinion of the Administrative Librarian are appropriate to a library district.

The use of the meeting room for meetings, by the above qualifying groups and organizations may be made provided that:

- A. Meetings are held for the purpose of educational, civic, or cultural programming, or public information.
- B. Meetings are open to the public.

Organizations meeting on the library premises may find that nonmembers enter their meetings. Such persons may be informed of the nature of the meeting but may not be excluded if they wish to remain. Doors may not be locked at any time per Maywood Fire Ordinance.

## II. EXCLUSIONS

The following groups are excluded from using the meeting rooms:

- A. Commercial groups.
- B. Meetings for political purposes.
- C. Group meetings for a social or private function.
- D. Meetings for the purpose of religious worship.
- E. Groups intending to hold meetings which would interfere with the work of the Library District because of noise or other factors, as reasonably determined by the Administrative Librarian.

## III. FACILITIES

(Please fill in such items as: Data Projector, Screen, and Podium)

## IV. RESERVATIONS

- A. 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 listed in Section I above. Reservations may be made for up to 2 days for the current month and 2 days following month.
- B. The Maywood Public Library District reserves the right to refuse any group either because the nature of its activities is in conflict with the Library District regulations or scheduling, or because of the group's previous disregard for the Library District's policy and regulations as determined by the reasonable discretion of the Administrative Librarian.

- C. Do not publicize or distribute information regarding your meeting until you receive confirmation from the library. Confirmation will be sent via email or by phone three (3) business days after submitting the completed Meeting Room Application and the Room Reservation form.
- D. A Meeting Room Reservation form must be completed and submitted to the Information Desk along with the required fee (if any) every time a meeting is booked.
- E. Cancellation of meetings must be made at least forty eight (48) hours before the scheduled time by notifying the Reference Department. The Library District Reserves the right to cancel meetings for good reason, upon reasonable notification.

#### V. MEETING ROOM REGULATIONS

- A. An application for meeting room use will include the name of the group, date and times of meetings, nature of meeting, name of group-contact person, number of people, and desired equipment needed.
- B. A valid Maywood Library card in **GOOD STANDING** is required to schedule a meeting. A person responsible for chairing or holding such meeting shall have a valid library card to reserve a meeting room.
- C. Smoking is not permitted anywhere in the Library, including in all meeting rooms, lobbies, restrooms, etc.
- D. No alcoholic beverages, drugs or contraband may be used on Library District premises.
- E. Decorations must be limited to those items which can stand on the floor or a table, and which conform to fire regulations.
- F. Nothing may be attached to walls, ceilings, and light fixtures of the meeting room.
- G. Groups may set up the room for their own use, immediately after using the room, tables and chairs must be placed based on the picture posted on the meeting room door.
- H. Minors may use the meeting room with suitable adult supervisors who will assume complete responsibility for the activities in and condition of the premises.
- I. Should any unusual cleaning need be done as a result of a group's use of the Library, a reasonable charge will be made to the group at the current janitorial rate.
- J. No admission or donations are to be charged by any group using the meeting room, with the exception of library-sponsored programs for which fees may be charged to defray expenses. No fees may be charged for products or product services.

- K. Use of the name or address of the Library as the official address or headquarters of an organization is strictly prohibited.
- L. Use of Library telephones for personal calls by members of an organization is not permitted. The Library District staff will not deliver personal messages to organization members.
- M. In fairness to all, any single group may use the meeting room no more than twice per month. Library sponsored events are excluded.
- N. Light refreshments may be served. Special permission must be secured in advance when refreshments are served.
- O. If the meeting lasts beyond closing time there will be a charge of \$50.00 per hour for each hour or part of an hour thereafter.
- P. A screen and projector are available for use by groups. Arrangements to reserve the projector must be made with the Reference Department at least twenty-four (24) hours in advance of the meeting time.
- Q. Please ask Staff to open windows or adjust shades.
- R. The Library District does not provide porter service to carry supplies to the meeting room. All groups must provide their own help for this purpose.
- S. The Library District will not provide storage for the property of organizations which meet in the Library building.
- T.
 

Fees:	Non-Profit	Profit
Meeting Room	\$15.00	\$50.00
Light Refreshment	\$15.00	\$15.00
Food	\$25.00	\$25.00

Light Refreshment Definition: For purposes of this policy, bottles of water, soft drinks, juice, tea and coffee are considered Light Refreshment. Also, a light refreshment is considered to be an edible item that may serve between meals. Example: doughnuts, sweet rolls, pieces of fruits etc.
- U. Meeting Room users serving refreshments are required to furnish 50 gallon liner bags for the Library's trash receptacle. Such Meeting Room users are required to carry their trash to the Library's dumpster at the rear of the building. Meeting groups should contact Library staff member on duty.

VII. VIOLATIONS

If a group violates one or more of the above meeting room regulations, the reserving group will receive a written violation notice. A group will be denied use of the facility upon receiving the third violation notice.

VIII. LOSS OR DAMAGE

The Library District is not responsible for loss or damage to the organization's property. However, each organization will pay promptly for any and all damage or injury or loss of the Library District property which may occur as a result of the use of the premises.

IX. AMERICANS WITH DISABILITIES ACT

Groups or organizations using the meeting room agree to insure that their meetings are accessible as required by the Americans with Disabilities Act. The Library will cooperate, where reasonable and appropriate, to help the organization or group provide for accessibility.

X. RESTRICTIONS

It will be at the discretion of the Board of Library Trustees to deny use of the meeting room to any group because of their prior disregard of regulations or damage done to the Library.

XI. INDEMNIFICATION OF LIBRARY

The organization shall, by separate agreement, agree to indemnify, save harmless and defend the Board of Library Trustees of the Village of Maywood, Cook County, Illinois. Members of the Board of Trustees of the Maywood Public Library District and their respective officers, agents, and employees from and against any and all claims, demands, causes of action, and liabilities including all costs and reasonable attorney's fees in any manner caused by, arising from, or incident to the organization's use of the Maywood Public Library District's meeting room and other facilities

XII. CERTIFICATE OF INSURANCE

The Maywood Public Library District reserves the right to require a Certificate of Insurance. In the event that a Certificate of Insurance is required, the organization shall furnish a certificate of insurance (public liability and property damage) to guarantee the payment of any and all claims, demands, causes of action, and liabilities, including all costs and reasonable attorney's fees for bodily injury and property damage to persons and/or property in any manner caused by, arising from or incident to the organization's use of the Maywood Public Library District's meeting room and other facilities.

The certificate of insurance shall be for the limits not less than \$500,000 per occurrence for bodily injury and \$50,000 per occurrence for property damage, shall name as additional insured's the Board of Library Trustees of the Maywood Public Library District and its respective officers, agents and

employees, and shall be in such form and underwritten by a company acceptable to the Board of Library Trustees of the Maywood Public Library District.

XIII. APPEAL

A person or group denied permission to use the meeting room may appeal such denial at the next regularly scheduled meeting of the Library Board of Trustees.

**APPLICATION FOR USE OF  
THE MAYWOOD PUBLIC LIBRARY DISTRICT'S MEETING ROOM**

**Name of Organization:** \_\_\_\_\_

**Profit/Non-Profit:** \_\_\_\_\_

**Name of individual making request:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number (home /Cell):** \_\_\_\_\_ **Work:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Library Card Number:** \_\_\_\_\_

**Admittance of Group shall be made no earlier than half hour before scheduled meeting.**

**Enclosed is a statement of Policy and Regulation. The food or beverage served fee is not-refundable.**

**Do not publicize or distribute information regarding your meeting until you receive confirmation from the library. Confirmation will be sent via email or by phone three (3) business days after submitting the completed Meeting Room Application and the Room Reservation form.**

**Proof of the Non-Profit status is required to complete this Meeting Room application.**

**A new application must be filed every 12 months.**

**I have read the statement of Policy and Regulations attached hereto and our organization agrees to be bound by all of the terms and provisions contained therein in reference to our use of the Library District's meeting room and facilities.**

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**(President or Chairperson of Organization)**

**Please hand deliver to:      Reference / Computer Center  
   Maywood Public Library District  
   121 South 5<sup>th</sup> Avenue  
   Maywood, Illinois, 60153-1307**

**The Board of Library Trustees of the Maywood Public Library District will review the meeting room policy and regulations periodically, and reserves the right to amend them at any time. APPROVED by the Board of Library Trustees of the Maywood Public Library District this \_15th. \_\_\_\_\_ day of June \_\_\_\_, 2016 \_\_\_\_.**

**Maywood Public Library District**

**INDEMNITY AGREEMENT**

**For and in consideration of the mutual agreements and understanding by and between the**

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**and the Board of Library Trustees of the Maywood Public Library District, Maywood, Illinois, the**

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**\_\_\_\_\_ does hereby agree to indemnify, save harmless and defend the Library Trustees of the Maywood Public Library District, Cook County, Illinois, and their representative officers, agents and employees from and against any and all claims, demands, causes of action, and liabilities including all costs and reasonable attorney's fees in any matter caused by, arising from or incident to the organization's use of the Maywood Public Library District's meeting room and other facilities, located 121 South 5<sup>th</sup> Avenue, Maywood, Illinois 60153.**