

**COAL CITY PUBLIC LIBRARY DISTRICT
MEETING SPACES POLICY AND MEETING ROOM
APPLICATION***

**APPROVED BY
THE BOARD OF TRUSTEES
DECEMBER 12, 2023**

***Denotes Legal Language**

COAL CITY PUBLIC LIBRARY DISTRICT

MEETING SPACES POLICY AND MEETING ROOM APPLICATION*

The Coal City Public Library District (Library) provides public meeting rooms to support the Library's mission to provide comprehensive informational, educational, recreational, historical and intellectual opportunities through a variety of programs, technology, resources and services in a comfortable, safe environment.

Meeting rooms are made available for the operational needs of the Library first, then to provide accommodations for educational, informational, cultural and civic functions within the District. When feasible, the Library makes the meeting room(s) available for use by members who have a Coal City Public Library District card in good standing.

For purposes of this policy, meeting rooms shall refer to the Annex A, Annex B and the Main Meeting Room.

In order to provide additional meeting spaces for District residents, the Library will allow private events/meetings in the Meeting Rooms Spaces.

AVAILABILITY AND USE

Priority for any meeting room is assigned as follows:

1. Library-sponsored programs and activities, including functions of the Coal City Public Library District and its committees;
2. Educational, informational, cultural and civic programs sponsored or co-sponsored by the Library and related to its mission, collections and services;
3. Meetings of municipalities, agencies or departments of local government located within the district boundaries;
4. Meetings of other organizations of which the Library is a member and active partner;
5. Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a not-for-profit 501 (c) (3);

6. Businesses and other groups within the District boundaries in need of space to conduct a meeting or seminar consistent with the Library's mission; and
7. Social events.

LIMITATIONS

The Library's meeting rooms are not available for uses, events or activities which are contrary to the Library's mission. An example of a use and/or activity that the meeting rooms may not be used for includes but is not limited to:

1. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum and
2. Uses, events or other activities which, by their nature, may be disruptive to normal Library operation unless approved by the Library in advance.

MEETING ROOM USES

The Library will allow the following types of events in the Meeting Room Spaces:

1. Social or private parties, such as birthday and graduation parties, and bridal/baby showers;
2. Recitals and performances of a theatrical nature;
3. Fundraising activities, as long as the activity stays in the Meeting Room;
4. Religious workshop and/or services;
5. Legal conferences or proceedings, including but not limited to depositions;
6. Realty closings;
7. Any use through which a salary or fee is earned or business is solicited, as long as it stays in the meeting room and is advertised in advance;
8. Commercial meetings for advertising or solicitation;
9. To conduct market research;

10. To interview job applicants; and
11. Private events.

ELIGIBILITY

1. Applicants must be 18 years of age or older, reside in the Coal City Public Library District and have a current valid CCPLD library card in good standing.¹
2. The applicant must remain in the room during the meeting.
3. Applications must be made in advance on the Library's application form. **(Appendix A)**
4. Applications must be completed and returned before meeting space can be confirmed.
5. Applicants are not required to show proof of insurance with their application.

INDEMNIFICATION

For and in consideration of the use of the meeting rooms and Library facilities, any person or group using them agrees to indemnify and hold harmless the Coal City Public Library District from any and all actions or suits relating to its use of such rooms and facilities.

GENERAL REGULATIONS

Users of the meeting room agree to abide by all Library policies and the regulations established herein. Failure to abide by these regulations and/or Library policies will result in cancellation or refusal of future reservations. These regulations apply to all Library spaces used for the purpose of bringing a group together.

1. All users shall, at their own expense, procure any license or permit necessary to hold their meeting.
2. Smoking and consumption of alcohol are prohibited in the Library's buildings and on Library grounds.

¹ Applicants under the age of 18 wishing to reserve a meeting room must have an adult sponsor residing in the Coal City Public Library District with a valid CCPLD library card who will attend the meeting and be responsible for all damages and compliance with this policy.

3. Any material that is deemed hazardous or dangerous is prohibited, i.e. open flame.
4. Children seven (7) years of age and under must be supervised by a responsible caregiver at all times.
5. The Library is not responsible for items left unattended or forgotten.
6. No group may transfer a room reservation to another group.
7. The Library does not provide assistance in transporting supplies to the rooms or help with set-up. Library staff are not available to help with meetings, take attendance or assist with registration.
8. The Library does not provide storage space for equipment or supplies of any group using the meeting room.
9. Groups conducting meetings that go beyond the regular closing Library hours will be responsible for setting the alarm system. Failure to do this may result in the suspension of meeting room privileges.
10. Behavior that disturbs others is not permitted. The Library has the right to cancel or interrupt the use of the room at any time. All meetings must adhere to the Library's Patron Behavior Policy.
11. The applicant is responsible for ensuring that its meeting complies with requirements of the Americans with Disabilities Act and compliance shall be at the renting group's own cost and expense.
12. The Coal City Public Library District reserves the right to cancel a meeting room reservation if a conflict arises with a Library-sponsored program or there is an unforeseen event, such as a power outage or inclement weather. Staff will assist the individual in finding an alternate date.
13. By allowing use of its meeting rooms, the Library does not endorse the activities or viewpoints of meeting room users. Groups using the Library's meeting room must:
 - a. Not state or imply that the group's activities are sponsored by the Library.

- b. Not use the Library as a mailing address or list the Library's name, address, phone number or web address as its headquarters.
- c. Not publicize their meetings with posters, leaflets or other publicity in the Library building without prior approval by the Library Director. Directional signs and/or notices for day-of events must be approved by staff prior to posting and removed immediately after use of the meeting room.
- d. Include the following Disclaimer in all publications and advertisements:

"Use of Library meeting space does not constitute endorsement or approval of the organization, this program or its content by the Coal City Public Library District."

- 14. The Library retains the right to monitor all meetings conducted on the premises to ensure compliance with Library regulations and policies. **The Board of Trustees of the Coal City Public Library District or the Library Director shall reserve the option to pre-empt or cancel any meeting or refuse meeting room use.**
- 15. The group will be responsible for returning the room to its original condition. If the Library must perform clean-up activities, the group shall be billed an hourly rate for the amount of time required to return the room to its original condition.
- 16. All decorations and displays must be approved in advance by the Library Director. Only decorations which can stand on a floor or table and which conform to fire regulations may be permitted. Nothing may be attached to the walls or ceilings of a meeting room.

GENERAL REQUIREMENTS

- 1. Admission may be charged, as long as it is advertised in advance.
- 2. Organizations may ask for personal information from program attendees. Attendees are not required to provide it.
- 3. Meetings/events may be private.

4. Meeting rooms are available weekends, and before/after Library hours.
5. Commercial entities may host informational and educational seminars, workshops, etc. Attendees may not be asked for contact information as a condition of attending or participating.

RESERVATIONS

Meeting rooms may be reserved up to three (3) months in advance for up to twelve (12) meetings annually. Reservations will be accepted in the order they are received, but are still subject to the priority use outlined above. Organizations may not use the space more than two (2) times per month.

OCCUPANCY LIMITS

The occupancy limits are those which are set by the fire marshal. The Meeting Room in the Library has an occupancy limit of 110 people, that will not allow space for tables and chairs. In the Irving Street Annex, Meeting Room A has an occupancy limit of 36. Room B has a limit of 12.

REFRESHMENTS

Use of the meeting room includes kitchen privileges. Refreshments may be served. All food and beverages must remain in the meeting rooms.

EQUIPMENT AND FURNISHINGS

Electronic equipment to support the meeting must be requested on **(Appendix A)** Part IV of the Meeting Room Application.

Organizations using a meeting room are responsible for reimbursing the Library for any damage that occurs to the Library equipment, carpeting, furniture or premises due to the organization's use. Failure to reimburse the Library for damages will result in the suspension of Library and/or meeting room privileges, and possible criminal charges.

All fees for damage shall be paid within thirty days. Failure to do so shall result in forfeiture of the right to use the meeting room facilities.

MEETING ROOM DESIGNATION

After reviewing the Meeting Room Application, the Communications Coordinator will designate which room will be assigned for use.

SOCIAL EVENTS

For all social events there is a \$150.00 deposit fee which must be paid by check made out to the Coal City Public Library District. For individuals who don't use checks, cash may be used. The room will be inspected by Library staff after the event. If the room is determined clean and returned to normal the deposit check will be returned. If the cost of the repairs or cleaning is more than the deposit fee the applicant will be charged the difference.

LIBRARY ALARMS

The meeting rooms, kitchens and restrooms are the only rooms available for before or after hours' usage. Opening any other doors will set off the burglar alarms and automatically call the police. If the police are called on more than one occasion per group/individual, that group will be banned from using the Meeting Room for the rest of the year.

POSSIBLE ADDITIONAL CHARGES

The applicant and the organization he/she represents agree to pay for any special maintenance or security required, as determined by the Library.

After each event/meeting the room will be inspected by Library staff. If the room has not been cleaned properly the Library's cleaning service will be called to take care of the issue. The group or person listed on the application will be responsible for the cost of the additional cleaning. If the charges are not paid by the group or individual, they will be banned from future meeting room use.

APPENDIX A

**APPLICATION FOR RESERVATION AND USE OF
THE COAL CITY PUBLIC LIBRARY DISTRICT MEETING ROOMS**

Application is hereby made for the reservation and use of a Coal City Public Library District meeting room upon the following terms:

PART I

Name of person completing this application

Home Address: _____

Phone number: _____

Email: _____

CCPLD Library Card Number: _____

PART II

Name of group, club or organization

Phone number: _____

Names and phone numbers of officers (President, Vice President, Secretary, etc.)

Title	Name	Phone No.
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Title	Name	Phone No.
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Title	Name	Phone No.
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Title	Name	Phone No.
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PART III

Day/Date requested: _____

Hours requested: _____

General purpose of use (business meeting, panel discussion, lecture, etc.)

Expected attendance: _____

Special requirements, comments: _____

Attach Certificate of Insurance:

I state that the above information is true and correct. I further state that I have received a copy of the Meeting Room Policy and Security Policy adopted by the Board of Trustees of the Coal City Public Library District. I (and the above group, club or organization, if applicable), shall abide by said Meeting Room Policy and shall indemnify and hold harmless the Coal City Public Library District, Trustees and employees from any loss, cost, expense or damages occasioned by the use of the meeting room.

Applicant

Application Date: _____

PART IV

The Coal City Public Library District provides some equipment for use in the public meeting room. The following equipment is available upon request. Please indicate the equipment needed.

- Laptop computer
- Wireless presenter with laser pointer
- LCD projector
- DVD Player
- Microphone
- Wireless lapel microphone
- Wireless headset microphone
- PA system
- Lecturn

ACTION OF APPLICANT

Approved: _____

Modifications or restrictions, if any: _____

Disapproved: _____

Reason for disapproval, modifications or restrictions:

Deposit Collected

Authorized Library representative: _____