

## Meeting Room Rental Policy

The Indian Trails Public Library District provides public meeting rooms to support the Library's mission of enhancing the community and creating opportunities through services, programs and materials. 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.

For purposes of this policy, meeting rooms shall refer to the Library's Lake Room, Cook Room and Lake-Cook Room.

When feasible the Library makes the meeting room(s) available for rental by members who have an Indian Trails Library card in good standing.

### Availability and Use

Priority for any meeting room is assigned as follows:

1. Library-sponsored programs and activities, including functions of the Foundation of the Indian Trails 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, such as the Rotary and Chambers of Commerce 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 within the district boundaries in need of space to conduct a meeting or seminar;
7. Rental fees are not charged to the following organizations: governmental agencies, park districts, schools, libraries, IMRF, or library-sponsored or sanctioned programs.

### Limitations

The Library's meeting rooms are not available for uses, events or activities which are contrary to the Library's mission. Examples of uses and/ or activities meeting rooms may not be used for include but are not limited to:

1. Social or private parties, such as birthday and graduation parties, and bridal/baby showers.
2. Meetings featuring music, crafts or other activities which, by their nature, may be disruptive to the Library routine unless approved by the Library in advance of the rental;
3. Recitals or large performances of a theatrical nature.
4. Fundraising activities, except for those that result in a direct benefit to the Library and have received prior approval of the Executive Director.
5. Political rallies and/or meetings organized for the purpose of urging action such as voting for or against any candidate, position, question, or referendum.

6. Legal conferences or proceedings.
7. Depositions.
8. Realty closings.
9. Paid tutoring.
10. Any use through which a salary or fee is earned or business is solicited.

### **Eligibility**

1. Applicant must be 18 years of age or older, reside in the Indian Trails Public Library District and have a current valid ITPLD library card in good standing.
2. The applicant must remain in the room during the meeting.
3. Applications must be made in advance to the designated staff member.

### **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 Indian Trails 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. Light refreshments may be served, provided the items are “dry and individually wrapped” such as cookies or crackers. Beverages must be in individual containers with a lid. All food served must be commercially prepared. Cooking is prohibited. Meals distributed as part of school lunch programs are allowed.
2. Smoking and consumption of alcohol are prohibited.
3. Any material that is deemed hazardous or dangerous is prohibited.
4. Children eight (8) 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. Admission may not be charged by any group.
8. Organizations may not ask for personal information from program attendees.
9. Room fees are payable prior to the event.
10. The Library does not provide assistance in transporting supplies to the rooms or help with set-up beyond the initial set-up, which is done by Library personnel. Library staff are not available to help with meetings, take attendance, assist with registration or provide technical support.
11. Organizations may not rent space more than one (1) time per month.

12. All meetings must be open to the public.
13. Room setup arrangements are required two weeks prior to the event.
14. All meetings must end thirty (30) minutes prior to the closing of the library. Failure to do this may result in the suspension of rental privileges.
15. Rentals are not allowed before or after regular library hours.
16. 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 rentals must adhere to the Library's Member Code of Conduct.
17. The renting group 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.
18. The Indian Trails Public Library District reserves the right to cancel a meeting room rental 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 or will refund the rental charges.
19. No political rallies or partisan political meetings urging action such as voting for or against any candidate, position, question, or referendum.
20. Failure to reimburse the Library for damages will result in the suspension of Library and/or rental privileges, and possible criminal charges.
21. Commercial entities may host seminars, workshops, etc, but all such meetings must be free and open to the public. Attendees may not be asked for contact information as a condition of attending or participating.
22. 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 Business Office. 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 Indian Trails Public Library District."*
23. 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 Indian Trails Public Library District or the Executive Director shall reserve the option to pre-empt or cancel any meeting or refuse meeting room rental.
24. The Library may waive rental fees at the discretion of the Executive Director.

Meeting rooms may be booked during the following periods:

<b>Rental Period</b>	<b>Reservations Open</b>
September	July 1
October	August 1
November	September 1
December	October 1
January	November 1
February	December 1
March	January 1
April	February 1
May	March 1
June	April 1
July	May 1
August	June 1

### **Available Rooms**

The Library rents the Lake Room, Cook Room and combined Lake-Cook Room. Drop-in use is not accommodated.

### **Rental Fees and Occupancy Limits**

Fees are for a maximum of three (3) hours of use and includes the use of all equipment.

Rental fees may be paid by check or cash. Renter agrees to pay any damages to the rooms and/or equipment that occur during the meeting. Damage fees not paid will result in a suspension of library privileges and are subject to collection, if not paid promptly.

Occupancy limits may be reduced upon recommendation of state or local health departments due to public health concerns.

### **Lake Room and Cook Room**

Occupancy Limit  
60 theater style  
30 classroom style  
Fee: \$50

### **Lake-Cook Room**

Occupancy Limit  
160 theater style  
80 classroom style  
Fee: \$100

**Audio-visual equipment is available for use for no additional fees.**