

**Meeting Room Usage Policy**  
*(Board of Trustees Approved: November  
2019)*

The Forest Park Public Library (FPPL) has limited spaces for public gatherings, and shall therefore prioritize the use of its facilities to Library sponsored programs, or public meetings of governmental entities that directly relate to the mission of the Library. When not in use for Library programming, meeting rooms may be reserved for use by not-for-profit, non-commercial organizations as outlined in this policy.

I. The Facilities

- A. The Josephine Austin Meeting Room is a large meeting room that has a capacity of 75 persons in chairs arranged in auditorium style. With tables, the room has a capacity of 45.
- B. The Community Room is a smaller room with mobile tables and chairs on the library's main floor. The Community Room has a capacity of 40 persons in chairs arranged in auditorium style. With tables, the room has a capacity of 20.
- C. Study Rooms are not considered "Meeting Rooms" under the definition of this policy. Use of the Study Rooms is managed by Library staff at the discretion of the Director.

II. Reservations

- A. Reservations may be made by Forest Park resident (18 years or older) who has a current Forest Park Public Library card in good standing. The applicant must be present at the time of the reserved event. No person or group may assign its reservation to another person or group.
- B. Reservations may be made up to two months in advance; no requests may be made with less than ten days of advance notice. Reservations will have a two hour limit unless otherwise authorized by the Director or designee.
- C. Reservations may not begin less than 30 minutes after the Library's opening and must end no later than 30 minutes before the library's closing.
- D. Use of the Library's facilities by outside groups shall be arranged via application to be completed in person or emailed using the form available online. Library staff shall send an email confirming the booking and specifying the conditions under which the facility may be used. Specific responsibilities (such as setup/teardown, A/V equipment use, etc.) shall be specified in the application. Public use guidelines are included in section VI.
- E. The Library reserves the right to cancel, reschedule, or otherwise modify usage of the room, subject to the signed booking agreement.
- F. Payment to contracted users of the room, if applicable, shall be made following the completion of the program or event.

III. Cancellations

- A. Cancellations will be accepted from the original applicant only.
- B. The Library reserves the right to cancel any meeting or reservation due to unforeseen circumstances.

- C. The Library reserves the right to enter meeting rooms, monitor events, and/or attend meetings held by outside groups. Staff may stop meetings that are disruptive to normal Library operations or other events.

#### IV. Endorsement

- A. Use of the meeting rooms by outside groups does not constitute the Library's endorsement of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement will be permitted.
- B. Any advertisements, mailings and postings must include the disclaimer, "This event is not endorsed by or affiliated with the Forest Park Public Library."

#### V. Equal Opportunity

- A. Activities taking place in the meeting rooms must not be closed to any person due to age, gender, race, religion, national origin, disabling condition, sexual orientation or any other legally protected category.

#### VI. Public Use Guidelines

- A. Organizations and groups may not use the Library for ongoing operational activities. No more than one event per week may be scheduled and no group or any of its chapters, divisions or subgroups may reserve the library's meeting spaces more than six times in any six-month period.
- B. Organizations and groups may not use the name, address, or telephone number of the Library except for notifying attendees of the location of the meeting.
- C. The Forest Park Public Library logos may not be used on any advertisements or postings.
- D. Approval of events not specified here will be determined by the Library's Director or designee.
- E. Room capacities vary according to the set-ups. The Library will limit the capacity of each room based on current code requirements. Tables, chairs, and other equipment are subject to availability.

#### VII. General Meeting Room Use Rules

- A. Food may be served only in the room where the program is held. The Library must approve food requests in advance. Any refreshment provided must align with the Library's Food Policy.
- B. Smoking/vaping is not permitted in the Library or on Library grounds.
- C. Groups using the Library's meeting facilities must comply with the requirements of the Americans with Disabilities Act, to include providing qualified interpreters or auxiliary aids upon request. The Library shall provide assistance meeting these requirements when necessary.
- D. Signage may not be hung on Library walls.
- E. Equipment and/or supplies may not be stored before or after room use.
- F. All groups must be responsible for their own preparation and reasonable clean up.
- G. The meeting rooms may not be used for:
  - 1. Gambling activities including, but not limited to: bingo, raffles and games of chance for monetary prizes or other things of value;

2. Commercial functions (for example, sales presentations of any kind). However, program presenters may make items available for sale (e.g., signed books) that directly relate to their program, but only in the room in which their program is presented;
3. Social gatherings or private parties.
4. Fundraising events.
5. Meetings organized by political candidates or an organization formed specifically for a candidate or an issue.
6. Any other activity which, in the judgment of the Library Director, would materially and substantially interfere with the ordinary functions and activities of the Library and which may cause excessive noise, safety hazards and/or a threat to public health, safety and property.

#### VIII. Damages And Liability

- A. Individuals, groups or organizations and their members contracted to use the Library's facilities shall be jointly and severally liable for any breakage, loss, or theft of any property caused by members or guests of the group.
- B. Any individual, group, or organization contracted to use the Library's facilities must fully release and discharge the Forest Park Public Library, the Village of Forest Park, its officers, agents and employees from any and all claims from injuries, including death, damages, or loss, which may arise or which may be alleged to have arisen out of or in connection with the meeting. They must further indemnify and hold harmless and defend the Forest Park Public Library, the Village of Forest Park, its officers, agents, and employees from any and all claims from injuries, including death, damages, or losses, including but not limited to the general public, which may arise or may be alleged to have arisen out of, or in connection with the meeting.
- C. If, on the advice of law enforcement professionals, the Library staff or Board determines that a reasonable possibility of a threat to the safety of Library staff, patrons, or members of the public might occur, based on prior experience of the group or speaker at this Library or at other occasions where the group has held a meeting which has been disruptive or had a potential for violence, the following shall be required: the individual or group reserving the meeting room shall be required to pay in advance by cashier's check the reasonably estimated cost of any special security measures needed to be taken for the meeting; and the individual or group reserving the meeting room shall place a bond for \$1,000,000.00 for injury or damage to property occurring at the meeting.