Forest Park Public Library

Meeting Room Use and Reservation

General Information

The Forest Park Public Library provides public meeting room space as a service to Forest Park Public Library cardholders. The sole purpose of the meeting rooms as bookable space by eligible cardholders is to provide a limited public forum for the informational, cultural, educational, and recreational needs of the community. It is expected that these rooms will be used to accomplish this purpose. Use of the meeting room and approval of individual meeting situations not described here will be determined by library staff.

The available facilities for eligible cardholders are as follows:

1. The Josephine Austin Room on the lower level of the Library.
2. The Community Room on the main floor of the Library.

Room capacities vary based on the set-up of furniture. Tables, chairs, and equipment are subject to availability. Room set-ups and capacities are available at: https://www.fppl.org/reservearoom/ or in person at the Library's Information Services Desk. Staff will not be available for last-minute changes or variations to standard setups not reflected on the application. Groups are expected to rearrange the room to their own needs. Groups are responsible for restoring meeting rooms to the condition prior to their meeting. Groups shall comply with all fire and safety regulations including maintaining open aisle space and abiding by occupancy limits.

The library may adopt additional rules and/or operational guidelines for the use of the meeting room.

Eligibility

Library public meeting rooms will not be denied to any person or organization on the basis of race, color, religion, national origin, ethnicity, gender, gender identity, appearance, ancestry, age, sex, marital status, sexual orientation, neurodiversity, physical or cognitive abilities, unfavorable discharge from military service, political affiliation, physical limitations, socioeconomic or housing status or any other characteristic that is currently protected by the law. Similarly, no activities taking place in the meeting rooms shall be closed to the same categories as above.

Meeting Rooms are available for booking by Forest Park Public Library cardholders who are 18 years or older, and possess a Library card in good standing, which is defined as unexpired and unblocked due to bills, fees or overdue materials, and must assume responsibility for the group.

The Meeting Rooms are available exclusively to cardholders associated with the following groups:

- Local clubs, organizations, or groups engaged in civic, cultural, or educational activity
- Governmental bodies located within Forest Park's service boundaries
- Businesses, tax-exempt non-profit organizations, or professional associations located within Forest Park's service boundaries

Rules for Use of the Meeting Rooms

Please be advised that failure to comply with any of the following rules for use may result in the loss of future Meeting Room privileges.

- Meeting attendance must meet the minimum and maximum requirements for capacity, available to review at https://forestpark.librarycalendar.com/reserve-room/room
- Patrons must arrive promptly for their scheduled meeting, vacate the room at the end of their reserved period, and inform the Library if they wish to cancel the meeting reservation.
- Food may be served only in the room where the meeting is held. Patrons are expected to clean up and dispose of any mess generated by the serving of food. Please note that food requests must be approved in the cardholder's original reservation request. Refreshment supplies (cups, paper goods, serving utensils, coffee, tea, etc.) must be provided by the Group.
- Alcoholic beverages and smoking are prohibited. For more information on food in the library, please refer to our Food in the Library Policy.
- Meeting organizers may not charge admission to their event, nor exchange money for services or goods. No admission charges, fees, collections, tuition, sales, requests for donations, or other money-raising activities are permitted, except those sponsored by the Library. Nothing may be sold to the public without advance permission from the Library Director.
- Meeting Room users should not affix anything to the walls. Groups may ask Library staff in advance for options for display of their own materials.
- Equipment, supplies, or other personal property will not be stored or left in the meeting room before or after room use.
- Groups must leave the room in good condition and free of garbage, and are responsible for any damage they may cause to the furnishings and audiovisual equipment.
- Groups using the Library's Meeting Rooms should strive to comply with the requirements of the Americans with Disabilities Act, and include the provision of qualified interpreters or auxiliary aids upon request. The Library shall provide assistance with these requests when necessary with a minimum of three business days' notice.
- Groups shall supervise all children, whether attending a meeting or accompanying an adult attending the meeting.
- Groups shall not run, fight, yell; noise levels must be kept to a minimum. The Library reserves the right to terminate meetings, programs, and events that disrupt or interfere with normal Library operations or disrupt Library users or staff. Activities and materials must be contained within the meeting room.
- Groups shall not bring animals except for service animals assisting the disabled.
- The Meeting Rooms may not be used for:

- Gambling activities, including but not limited to Bingo, raffles, and games of chance for monetary prizes or other items of value
- Meetings or events involving the sale, advertising, solicitation, or promotion of commercial products or services
- Fundraising events except those where the Library is the sole beneficiary and that have received prior approval from the Library Director or Board
- Purely social functions (which are defined as a function solely for entertainment through companionship with friends or associates including but not limited to weddings, showers, anniversaries, card parties, birthday parties, and social club parties), meetings for commercial functions including but not limited to sales presentations of any kind, or meetings of or for-profit entities shall not be utilized for fundraising activities
- Any activity which in the judgment of the Library Director would materially and substantially interfere with the ordinary functions of the Library and/or which may cause excessive noise, safety hazards, or threats to public health, safety, or Library property
- Activities and distribution of materials that a reasonable person would believe are defamatory, that invade another person's civil rights, or that incite violence

The Library reserves the right to monitor all activities in meeting rooms, and Library staff reserves the right to enter the meeting rooms at any time. Individuals or groups presenting and attending meetings, programs, and events are subject to all Library policies, rules, and regulations.

The Library reserves the right to terminate meetings, programs, and events disruptive to regular Library use, operations, or public safety if the participants are in violation of this or other Library policies. The Library may refuse meeting room use if the content could incite illegal, dangerous, or disruptive behavior. The inclusion of false information on the application form will result in automatic and immediate revocation of permission.

Publicity of Meetings and Endorsement

Publicity for meetings held in Library meeting rooms shall not imply endorsement or sponsorship by the Library, and must include the following statement:

> *The Forest Park Public Library provides Meeting Room space as a community service. The Forest Park Public Library neither sponsors nor endorses this event nor the presenting individuals or organizations.*

Meeting organizers and groups may not use the name, address, or telephone number of the Library for any other purpose than to advertise the location of their meeting to attendees. Groups may not receive mail at the Library's address.

Forest Park Public Library logos may not be used on any advertisements or postings.

Use of the Meeting Rooms by outside groups does not constitute the Library's endorsement of viewpoints expressed by participants in programs.

Reservations and Cancellations

Library-sponsored programs take precedence over public requests. Reservations made by eligible cardholders are approved on a first-come, first-served basis.

If a patron needs to make the request offline, they may call or visit the Patron Services department. Library staff will contact the requesting patron confirming the booking. Patrons do not have use of the room until they have received this confirmation.

Meeting Rooms are available for a minimum of 1 hour and a maximum of 4 hours, and 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. Reservations may be requested up to one month in advance, and with a minimum of 5 days.

Patrons are limited to no more than 1 reservation per week, and no more than one active reservation at a time. This includes different subgroups of the same group. If the participants of a meeting are substantially the same as the participants of a subsequent meeting, they will be considered the same group or subgroup. Authorization to use the meeting room is not transferable to any other individual, organization or group

Cancellation of the meeting may only be made by the original requester.

The Library reserves the right to cancel, reschedule, change, relocate or otherwise modify the usage of the room and/or meeting room reservation.

Damages and Liability

Individuals, groups, or organizations and their members using 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.

Any individual, group, or organization using the Library's facilities fully releases and discharges 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.

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