

## **Facility Usage Policy** *(Board of Trustees Approved: January 2013)*

The Forest Park Public Library (FPPL) has limited spaces for public gatherings, and shall therefore limit the use of its facilities to Library sponsored programs, or public meetings of governmental entities that directly relate to the mission of the Library.

### 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 Orrin Thorson Conference Room is a smaller room with a conference table and has a capacity of 10 to 12 persons.

### II. Reservations

- A. Use of the Library's facilities shall be arranged via contract. The Library Director shall send a letter 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 determined by the librarian coordinating use of the room.
- B. The Library reserves the right to cancel, reschedule, or otherwise modify usage of the room, subject to the signed booking agreement.
- C. Payment to contracted users of the room, if applicable, shall be made following the completion of the program or event.

### III. General Meeting Room Use Rules

- A. Food may be served only in the room where the program is held. The Library must approve food preparation and refrigeration in advance.
- B. Alcoholic beverages are not allowed.
- C. Smoking is not permitted in the Library or on Library grounds.
- D. Contracted use of the Library's facilities does not constitute endorsement of the subject matter presented, or endorsement by the Library of viewpoints expressed by participants in programs. No advertisement or announcement implying such endorsement shall be permitted.
- E. 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.
- F. 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. 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.

#### IV. 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.