

MEETING ROOM APPLICATION  
NORTH RIVERSIDE PUBLIC LIBRARY DISTRICT  
2400 S. Des Plaines Avenue, North Riverside, Ill. 60546  
Telephone: (708) 447-0869 Fax: (708) 447-0526

Name of Organization: \_\_\_\_\_

Requesting Use of the \_\_\_\_\_ Main Floor Meeting Room \_\_\_\_\_ Lower Level Story Room  
for: \_\_\_\_\_  
[DATE] [Time]

Name of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_

Estimated of Number of People Attending: \_\_\_\_\_

Purpose of Meeting: \_\_\_\_\_

Those attending non-Library-sponsored events are asked to park in the lot across DesPlaines Avenue.

This application will not be considered if not accompanied by the appropriate fee (see Section B) and a refundable security/cleanup fee of \$100.

I understand that the North Riverside Public Library District and all employees working for the Library are not liable for any accidents or injuries incurred while the aforementioned group is using library facilities. The group assumes all responsibility in case of injury and assumes financial liability for medical expenses of its members. The group releases, waives, absolves and indemnifies the Library District from any financial responsibilities.

*By my signature, I agree to follow the policies and rules of the North Riverside Public Library District regarding use of the Meeting Room, a copy of which I have reviewed.*

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

Approved: \_\_\_\_\_  
TITLE DATE

## MEETING ROOM POLICY

(Revised January 14, 2008)

A) The library provides the use of some of its space as a service to groups and organizations, provided space is not already reserved for use by Library-related programs or organizations, under conditions established by the North Riverside Public Library District Board of Trustees. Use of the meeting room is governed by the following conditions and regulations.

B) A meeting room is available for use for up to four hours according to the following fee structure:

Non-profit North Riverside organizations - No charge

For-profit North Riverside organizations - \$50

Non-profit organizations from outside North Riverside - \$50

For-profit organizations from outside North Riverside - \$200

To obtain permission to use the meeting room, all of the above are required to submit to the Administrative Librarian a Meeting Room Application accompanied by a \$100 damage/cleanup deposit, which will be refunded if no damage is incurred nor cleanup required. Applications may be obtained from the Administrative Librarian.

C) Permission to use the meeting room may be denied if the activity proposed would materially and substantially interfere with proper functions of the library, such as excessive noise, a significant safety hazard or a significant security risk.

D) Applications must be submitted at least 15 days prior to any meeting date requested. The Administrative Librarian will endeavor to communicate a decision to the applicant by the first business day of the following week.

E) Approval for one meeting does not imply approval for future meetings; individual applications should be made for each meeting date desired. Requests may be submitted in a batch; each request will be reviewed individually.

F) A group or organization which has been denied permission to use the meeting room by the Administrative Librarian may appeal the denial to the Library Board of Trustees at the Board's next regularly scheduled meeting. However, written notice of the appeal and all supporting written documentation are to be delivered to the Administrative Librarian at least five business days before the Board Meeting. At this Board meeting, the appellant may be granted

up to fifteen minutes for a presentation that would support reversal of the Administrative Librarian's denial. The Board of Trustees will deliberate on the appeal in open session and will attempt to complete its findings of fact and to reach a decision at the meeting, unless additional information is deemed necessary.

## MEETING ROOM POLICY - PAGE 2

G) A Library staff member will check the meeting room before and after each scheduled use, and

the Administrative Librarian will notify in writing the person who applied to use the room of damage incurred or cleanup required as well as of any violations of the meeting room regulations. The Administrative Librarian will also notify the Board of Trustees which may consider suspending the privilege of using the meeting room to that group/organization. The Board of Trustees, after giving proper notification and due process to that group/organization, may suspend the group/organization's meeting room privileges.

H) The Board of Trustees of the North Riverside Public Library will review the Meeting Room Policy and regulations periodically and reserves the right to amend them at anytime. The following rules apply to meeting room use:

- 1) All applications for meeting room use must be made by a resident age 18 or older.
- 2) The meeting room applicant and the group or organization which the applicant represents shall be jointly and severally liable for any breakage, damage or theft of any library property caused by members or guests of the group organization.
- 3) The applicant must be present at the entire meeting, since he/she is one of the responsible parties.
- 4) When a group finds it necessary to cancel a meeting, it should notify promptly the Administrative Librarian, but not less than 24 hours in advance of the meeting.
- 5) Use of the meeting room is limited to groups or organizations who allow access for free, unless it is a library-sponsored program, for which a fee may be charged to defray expenses.
- 6) No smoking or alcohol is allowed in the meeting rooms.
- 7) Meetings may be scheduled only on days and during hours when the Library is open.
- 8) Permission to use a meeting room does not constitute endorsement of the subject matter of the meeting, or the group's or organization's beliefs and policies. As a result, publicity on non-library-sponsored meetings must in no way imply Library sponsorship.
- 9) Use of the Library's mailing address or phone number by non-Library-related groups or organizations, unless authorized by the Administrative Librarian to aid in pre-registering participants, will be grounds for cancellation of meeting room privileges.
- 10) Signs or posters pertaining to a non-Library-related meeting may be placed only on the entry-way bulletin board.

## MEETING ROOM POLICY - PAGE 3

- 11) Groups or organizations may store equipment or materials for use in the meeting room, only on a temporary basis and only with the Administrative Librarian's permission. Responsibility for the loss or damage to any equipment or materials owned or rented by a group/organization meeting in the Library is the group's or organization's alone.
- 12) Non-Library-sponsored meetings may begin as early as 10:30AM
- 13) Each non-Library-sponsored meeting must end 15 minutes before the Library closes. A Library staff representative will inform the group/organization 30 minutes before the Library closes that the meeting must conclude in 15 minutes. A representative of the group/Organization should notify the Circulation Desk when the meeting has concluded.
- 14) Library Staff will set up tables and chairs per the organization spokesman's request. At the conclusion of a meeting, the group/organization is responsible for placing the room in the condition existing before the meeting commenced. Library Staff will take down tables and chairs.
- 15) Attaching anything to the walls or the ceiling of the meeting room is prohibited.
- 16) Use of Library equipment is limited to a slide projector and an overhead projector. If Library equipment is to be used, the Administrative Librarian will decide whether a staff member must be present to ensure correct operation of the equipment.
- 17) Refreshments are limited to light refreshments such as cake and coffee. Those using the Meeting Room must provide all of their own supplies.
- 18) It is the responsibility of the group/organization to ensure compliance with fire code restrictions relating to meeting room occupancy limits of 56 people seated at tables and chairs or 120 people standing..