

Appendix D1B: Meeting Room Policy Public Posting

D1 Meeting Rooms

The Richton Park Public Library District provides meeting rooms as a limited forum to primarily meet the operational needs of the library and to support the educational, informational, cultural and civic functions of the library community.

A. Availability and Use

Room availability is as follows:

- Meeting Room A&B (Seats 75)
- Meeting Room A (Seats 25)
- Meeting Room B (Seats 50)
- Youth Services Programming Area (not available to outside organizations)

The meeting rooms are available for reservation at the following times:

- Monday through Friday: 10:15 am to 7:45 pm
- Saturday: 10:15 am to 1:45 pm

All groups must be out 15 minutes prior to the library’s closing time.

Priority for any meeting room is given first to library and library sponsored or co-sponsored functions, including functions of the Friends of the Richton Park Public Library.

The library makes its meeting rooms available as “designed and limited forums” for meetings and programs to:

1. **Group I:** Library and Friends of the Library programs, meetings or activities;

Richton Park Public Library District

22310 Latonia Lane, Richton Park, IL 60471 ~ 708.481.5333 ~ www.richtonparklibrary.org

"Enriching the Lives of the Community Through a Good Library Experience"

2. **Group II:** Meetings of municipalities, agencies or departments of local government located within the library boundaries;
3. **Group III:** Meetings of organizations whose purposes are educational, cultural or civic in nature and/or classified as a non-profit 501 (c)(3);
4. **Group IV:** Businesses within the district boundaries in need of space to conduct a meeting.
5. **Group V: All non- Richton Park non-profit organizations and businesses for non-commercial use.**

B. Prohibited Meeting Room Use and Activities

The library's meeting rooms may not be used for:

1. The sale or promotion of commercial products or services, except in conjunction with a library-sponsored event or program. This includes informational or educational offerings held for the ultimate purpose of soliciting sales or commercial products or services;
2. Social meetings or private parties, including, but not limited to birthday and graduation parties, and showers;
3. Groups who have no members residing within the Richton Park Public Library boundaries;
4. Religious worship services or proselytizing; or
5. Any illegal activities.

Permission to use the meeting rooms does not imply endorsement of an outside organization by the library and groups may not state or imply library sponsorship when publicizing the event. Any communication and advertising must clearly state: Event not sponsored by the Richton Park Public Library. All meetings must be open to the public.

C. Publicity

1. Individuals and organizations reserving use of the meeting room are responsible for their own publicity.
2. All publicity must state that the RPPLD is not a sponsor of this organization and its programs.
3. The location of the Library may be publicized, but the Library’s telephone number shall not be used for any purpose.
4. The Library will not handle attendee registrations or take messages for those interested in attending the meeting or participating in the program.

D. General Rules and Regulations

1. Use of the Richton Park Public Library meeting rooms shall be in accordance with Article VI of the ALA Library Bill of Rights ([link](#)).
2. The Richton Park Public Library complies with the Americans with Disabilities Act by making reasonable accommodations for people with disabilities and all patrons holding public meetings are responsible for complying with the provisions of the Americans with Disabilities Act, which require that a meeting or materials at a meeting be provided in an accessible format in response to a request.
3. Storage is not available before or after room use. The library is not responsible for the safety of or damage to personal property.
4. Library meeting rooms may not be used for the sale, advertising, solicitation, or promotion of any products or services. Admission or fees of any kind may not be charged. Donations may be taken if approved in advance by the Library Director or except as otherwise allowed by law.
5. Organizations meeting in the library may not use the library as a mailing address or telephone number. The telephone facilities of the library shall not be available to the persons meeting in the building.

6. Excessive noise or disruption to the functions of the library are not permitted. All those present must abide by the library’s Public Code of Conduct policy [\(link\)](#)
7. Food in Rooms: Food preparation is not permitted. Only non-alcoholic beverages and cold foods, such as light snacks or box lunches, may be served in the meeting room. Hotplates, sterno cooking fuel, and other products that are used to heat food are prohibited.
8. The use of hazardous materials or incendiary devices (including candles) is prohibited.
9. Bringing animals, other than service animals necessary for a disability, into the library is prohibited, except as authorized by the Library Director.
10. Setup and cleanup must be accomplished during regular library hours. The meeting rooms are to be left as found. Failure to clean up on time or leaving a mess will incur fees and/or revocation of meeting room privileges as outlined below.
11. The library does not provide refreshments, office supplies, or service to carry supplies, make coffee or photocopies.
12. Posted occupancy limits must be observed and enforced by the signee.

E. **Reservation Process**

Reservations must be completed by a Richton Park resident 18 years or older with a valid Richton Park library card in good standing (*Official government agencies and Boards of governments are exempt from the cardholder requirement*)

The requestor must be present during the entire event. A second requestor may be added to the reservation and the room reservation may be transferred to that person. To preserve the confidentiality of the signee, the library will only speak to the cardholder or alternate cardholder who reserved the room regarding the reservation. The library has full discretion to approve room usage.

Richton Park residents may not reserve the meeting rooms for more than 18 meetings in one 365-day period. The use of the meeting rooms by Richton Park groups shall be subject to the following restrictions:

1. Reservations must be made at least three (3) business days prior to the event.
2. Meeting rooms may be booked two months in advance.
3. The person reserving the room must choose from standard set-up options.
Special set-ups are not available.
4. Access to the meeting rooms will not be granted before the agreed start time of the reservation and must be vacated by the agreed end time. Failure to vacate on time will incur fees and/or revocation of meeting room privileges as outlined below.
5. Once the room reservation has been confirmed, the reservation will be honored unless the group violates the conditions set forth for the use of the room or in the event of an emergency. The library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances.
6. A brief orientation will be provided by library staff at the start of every event. Library staff will not be available to operate equipment for the duration of the event, but will review how to use the equipment in the rooms during the orientation.
7. Patrons are encouraged to cancel reservations at least 24 hours in advance for all reservations. Any group that reserves a room that requires technology or set-up of furniture must cancel at least 24 hours in advance or they will be assessed a cancellation fine of \$100.00 and may lose future meeting room privileges. The library will waive the fee for first instance of non-compliance. Any group that

Richton Park Public Library District

22310 Latonia Lane, Richton Park, IL 60471 ~ 708.481.5333 ~ www.richtonparklibrary.org

“Enriching the Lives of the Community Through a Good Library Experience”

fails to show up for their reservation or fails to cancel their booking prior to the start time of their reservation will be assessed a cancellation fine of \$100.00 and may lose future meeting room privileges. The library will waive the fee for first instance of non-compliance.

8. In an event of an emergency closing of the Library, all reservations are automatically cancelled and any fees will be refunded. Library staff will attempt to inform the contact person of the closing.

F. Fees and Fines

Fees and fines will be added to the patron’s library card and may be paid at the Circulation Desk or online through My Account. Non-residents can pay fees and fines at the Circulation Desk.

a. Room Reservation:

MEETING ROOM	GROUP I (Library)	GROUP II (RP Gov’t)	GROUP III (RP Non-Profit)	GROUP IV (RP Businesses)	GROUP V (All Non-Residents)
Full Room (A& B)-75	No fee	No fee	No fee	\$20.00/hr.	\$30.00/hr.
Large Room (B)-50	No Fee	No Fee	No fee	\$15.00/hr.	\$25.00/hr.
Small Room (A)-25	No fee	No fee	No fee	\$10.00/hr.	\$15.00/hr.

b. Extended Use of Meeting Room: is \$25 per each partial or additional 15 minutes when the library is open. If a room is not vacated at the agreed upon time, the signee shall pay.

c. \$25 for each partial or additional 15 minutes of use of the room. Room Occupancy after library Closes is a \$100 fine if occupants are still in the room after the library closed unless waived by Library Director. The library will waive the fee for first instance of non-compliance.

Richton Park Public Library District

22310 Latonia Lane, Richton Park, IL 60471 ~ 708.481.5333 ~ www.richtonparklibrary.org

"Enriching the Lives of the Community Through a Good Library Experience"

- d. Food in Rooms: Hotplates, sterno cooking fuel, and other products that are used to heat food are prohibited. The library reserves the right to charge a fine of up to \$200 and revoke future meeting room privileges if food mess or restricted food items are found present at cleanup time.
- e. Cancellation or No Show Fine: \$100.00 as outlined above.
- f. The library reserves the right to charge additional fees if needed to ensure compliance with any applicable local, state or federal laws or in the interest of safety.

G. Equal Opportunity

Meeting rooms are available on an equitable basis to community groups regardless of the beliefs or affiliations of the group. The Richton Park Public Library District is available to reasonably accommodate all patrons, regardless of race, creed, color, national origin, religion, marital status, sexual orientation, gender, gender identity/expression, physical appearance, physical or mental ability, socioeconomic level, education level and any other legally protected characteristics. However, the library does not guarantee availability to any individual citizen or group.

H. Liability

The organization or individual agrees to indemnify and hold harmless the Richton Park Public Library from any loss, cost, expense or damage occasioned by the use of the meeting room.

In addition, each group or organization using the library meeting rooms shall be responsible for damage to the room and its contents, including any library equipment, used by the group. A charge will be assessed for any special cleaning or

repairs made necessary by a group. The full cost of repairs, up to full replacement costs of damaged materials and equipment, will be assessed.

I. **Withdrawal of Privileges**

Failure to abide by the requirements and regulations set forth in this policy will result in a possible charge or revocation of meeting room privileges.