



Meeting Room Policy

Policy No. 5A

1. Statement of Purpose

The Hodgkins Public Library District provides a meeting room so that the Library may further its goal to provide excellent programs to District residents and patrons.

2. Use of the Meeting Room

The Meeting Room is available to Community Groups or Organizations whose objectives are cultural, educational, or civic in nature. Use of the meeting room does not necessarily constitute sponsorship or endorsement by the HPLD or Board of the users' beliefs or political stance. The District will not discriminate in making its premises available for use on the basis of race, national origin, religion, sex, sexual orientation, age, political affiliation, or physical limitation.

At least 50% of the people in the group reserving the room must reside within the boundaries of the Hodgkins Public Library District. Reservations must be made in advance by completing an application form and submitting it to the Library Director within the outlined timeframe.

Any group reserving the meeting room assumes responsibility for leaving the facilities in as clean a condition as found. Groups are required to wash and clean all equipment that is used, including counters, tables, chairs, etc. Soap, dishcloths, and towels will not be provided. All residue must be disposed of in the trash bin outside of the library. A clean-up fine will be assessed to the person who reserved the room for the group if it is not left in an acceptable condition.

3. Scheduling Priority

Priority in scheduling use of the meeting room will be given in the following order:

1. Library sponsored or co-sponsored meetings or programs;
2. Meetings or programs of Library affiliated groups, for example: Friends of the Library;
3. Educational, cultural, non-partisan political or civic meetings;
4. Meetings of official agencies, committees, and Boards from the Village of Hodgkins;
and,
5. Other meetings, as approved by the Library Director

The Library reserves the right to refuse use of the room for any program which it deems unsuitable for the Library facilities or incompatible with its purposes.



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Library Space

Use of the meeting room should not in any way interrupt normal library activities. Groups will follow all rules listed herein and in addition, abide by any and all verbal or written directions and admonitions of the Person-in-Charge of the Library at the time of the program. Persons who are involved in a meeting and are disruptive will be asked to leave, and may be banned from reserving the room on future occasions.

4. Children's Groups

Children's and teen-age groups (under 18) may use the library provided the request for someone who is at least 18 years of age signs its use. One adult sponsor must be present for each 10 children in the group.

5. Hours

Meetings must be scheduled only during the hours the library is open to the public and should close at least fifteen (15) minutes before closing. Regular hours are posted at the Library's entrance and on the website.

6. Room Capacity, Facilities and Arrangement

Groups of no more than eighty (80) persons shall be allowed use of the library's facilities. Five (5) tables and approximately eighty (80) chairs are available for use in the meeting room. Room arrangement, set-up and breakdown of the tables and chairs are the responsibility of the group.

7. Equipment

Limited pieces of audio-visual equipment may be available for use in the meeting room if the request is indicated on the application form. Set-up of the audio-visual equipment will be done by the library staff only. Other library-owned equipment, such as photocopiers, typewriters, fax machines, computers, etc. are subject to regular library rules and regulations.

8. Telephone

The Library does not have a telephone for use by the public. No calls are to be made from the phone in the public meeting room unless in a 911 emergency situation, and the staff must be informed if such a call is made. Any unauthorized calls made on the library's phone will be billed to the person who made the reservation of the room.

9. Food and Beverages

Light refreshments, such as water, juices, or sodas of a non-staining color, may be served in the meeting room only (no food or drink is allowed in any other area of the library). There is to be no cooking of any kind by groups using the public meeting room.



Some kitchen facilities are available; however, the Library does not provide serving equipment, coffee pots, extension cords, tablecloths, utensils, etc. for use by groups in the meeting room. Please ask library staff about these resources.

10. Drinking

Only non-alcoholic beverages may be served. No alcohol of any kind is allowed in the Library.

11. Smoking

Smoking of any kind is not permitted in the Library or within fifteen (15) feet of library entrances, in accordance with the Smoke-Free Illinois Act.

12. Charges

There is no charge for use of the meeting room during hours when the library is open. All meetings should terminate fifteen (15) minutes before closing so that the doors may be locked promptly at closing time. Any non-library group using the meeting room will be charged a fee of \$5.00 per half hour, or any portion thereof, for use after closing time.

Under no circumstances will the room be available before 10:00am or after 8:00pm. Any group remaining in the building past 8:00pm will be charged a fee of \$15.00 per half hour, or any portion thereof, and will risk losing any future reservation privileges.

The Library reserves the right to pass along any custodial costs necessary (minimum fee will be \$50.00) when the room is not left in a clean and orderly condition.

13. Accidents and Damages

Any group of persons using the meeting room shall be held responsible for damages, willful or accidental, to the library building, grounds, and/or equipment, and may be assessed charges and/or legal action may be taken.

14. Liability

Any group using the meeting room must indemnify and hold harmless the Hodgkins Public Library District, its Board of Trustees, and all library staff for any and all accidents which may be sustained on the library premises.

15. General Rules & Restrictions

1. All meetings held in the Library shall be open to the public and may not be restricted to the membership of the sponsoring organization. This means that any member of the public may enter and participate.
2. No admission fees may be charged except in the case of library-sponsored activities. (materials charges, etc.)

3. Access to the meeting room is only through the main double doors (the South entrance) off the parking lot. The fire door in the meeting room is to be used only as an emergency exit.
4. Organizations must comply with the American Disabilities Act requirements when using the HPLD meeting room, and are responsible for providing qualified interpreters or auxiliary aids, upon request, to individuals who require certain accommodations that would enable them to observe and/or participate in the meeting. Any person who will require such an accommodation is requested to notify both the organization and the Library administrative office during regular business hours at least seven business days prior to the event.
5. Non-handicapped persons attending meetings during hours when the library is open should make use of parking available on the streets near the library. This will allow the library's regular patrons adequate parking space in the library's parking lot.
6. No group or organization except for the Friends of the Library may use the Library as its official mailing address.
7. The Library does not necessarily endorse the views of groups who use the meeting room. Since the meeting facilities are open to all types of groups, the library in no way sponsors or supports the various groups, or ideologies expressed by such, that use the meeting room.
8. The application/organization representative must be present at all times during the stated reservation period.
9. Publicity announcements for meetings held in the room should in no way imply Library sponsorship.
10. No space is available in the library for storage of any materials.
11. The affixing of tape or any other substance to the walls, doors, ceiling, etc. to hang decorations, is prohibited.
12. Library staff will not provide porter service or any other special services to groups using the Library. Regular library services will be available only during regular library hours.
13. Any open flame is strictly prohibited inside the Library.
14. Confetti, glitter, silly string, or any other decorating substances that are difficult to clean or leave stains, are prohibited.
15. Library staff will not be made available to change the room arrangement or to provide support services such as carrying equipment, making photocopies, accepting phone calls, or taking messages for the sponsoring organization or its participants.
16. The sale, promotion, endorsement, or advertisement, whether directly or indirectly, of a commercial product or service is prohibited. This includes organizations or businesses that intend to generate future revenue based upon 'free' educational programs promoting products or services offered by the sponsoring party.



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15. Administrative Responsibility

The Library Director will have administrative responsibility for approval of applications and scheduling of meetings. Any questions or problems involving use of the meeting room should be directed to his/her office.

16. Application for Use

Written application for use of the meeting room shall be made on the official form of the Hodgkins Public Library District. Applications should be directed to the attention of the Head Librarian Library Director. The group member submitting the application must assume legal responsibility for its activities in the Library. Requests shall be addressed to the Library Director.

Groups wishing to reserve the room for a single meeting should fill out an application as far in advance as possible, but at least two (2) weeks in advance.

Recurring reservations will be accepted for no more than six (6) months at a time. Confirmation of such reservations will be made in writing by the Library Director.

Groups will be booked in order of priority and then by the date the application is filed.

When it is necessary to cancel a reservation, the Library staff should be notified at least 48 hours in advance.

If the foregoing rules and regulations for the use of the meeting room are not adhered to by the group reserving the room or its individual members, the Library reserves the right to withdraw meeting room privileges by written notice for any future meetings.

Approved: 06/16/2014