

**BRADLEY PUBLIC LIBRARY DISTRICT
PUBLIC USE OF THE LIBRARY POLICY**

SECTION 9: MEETING ROOMS, EXHIBIT AREAS, AND BULLETIN BOARDS

PART 1: Meeting Rooms

General Policy

The Ruth Drassler Community Room and Evelyn Weakley Youth Services Room are designed primarily to support library functions, meetings, and programs. The meeting rooms may be made available for use by members of the public under the following guidelines when not needed for library business.

Facilities

The Ruth Drassler Community Room is the main meeting room with an occupancy limit of 139 people. Approximately 9 tables and 48 chairs are available along with a kitchenette. The Evelyn Weakly Youth Services Room has an occupancy limit of 40 people and is not available for use outside of library programs or meetings.

Priorities

When not needed for library-sponsored programs and meetings or library-related meetings including the Friends of the Library, the Ruth Drassler Community Room is available on a first-come, first-served basis for meetings of governmental agencies, educational organizations, not-for-profit community groups, business events, and private social gatherings or parties such as showers or receptions.

Fees

Fees are based on the category of the group or organization reserving the meeting room: not-for-profit community groups, educational organizations, governmental agencies, businesses, and private parties.

Not-for-profit community groups, educational organizations, and governmental agencies may use the meeting room at no cost. No deposit is required for these groups.

Businesses may use the meeting rooms for commercial purposes at a cost of \$75 for a half day (up to 4 hours), or \$150 for a full day.

Fees for use by private parties for events such as showers or social gatherings are \$75 for a half day (up to 4 hours), or \$150 for a full day. Private parties also require a refundable janitorial deposit of \$75 due no later than 2 weeks before the scheduled event.

Groups agree to pay for any special maintenance that may be required and any damage that may be done to the meeting room or to the library premises as a result of a meeting.

Groups agree to pay for any security measures that the Library determines are reasonably required in connection with any meeting proposed by the group. At least 48

hours prior to the meeting, the group shall deposit such funds with the Library, as the Library deems reasonably necessary to cover the cost of such measures.

General Provisions

- The Library's Code of Conduct policy applies to the use of the meeting rooms. Noise and conduct are expected to be maintained at a level that does not disrupt meeting room use or other people in the Library.
- Meeting rooms shall not be used in a way that materially interferes with the operation of the Library or which causes a threat to the safety of Library property or its patrons.
- Use of the meeting rooms will not be restricted due to the race, national origin, religion, sex, sexual orientation, age, political affiliation, physical limitation or affiliation of groups requesting its use. Individuals or groups using the meeting rooms may not discriminate on the basis of race, national origin, religion, sex, sexual orientation, age, political affiliation, physical limitation or affiliation against any person requesting admission to a meeting.
- Groups using the meeting rooms must comply with all applicable State and Federal laws and regulations including the Americans with Disabilities Act and is responsible for providing qualified interpreters or auxiliary aids when requested by the public.
- The meeting rooms are available for use during regular library hours on the days the Library is open. No member of the organization may enter the library before it officially opens, and all participants must leave by the time the library closes. Groups needing setup time for their meeting should allow for it in their reservations.
- Meetings must be limited to the stated capacity of the rooms.
- The Library does not provide storage space for property or supplies of groups using the meeting rooms. The Library assumes no responsibility for private property brought into the building.
- The Library does not provide service to carry supplies, make photocopies, or provide office supplies.
- The use of hazardous materials or lighted candles is not allowed.

Endorsement

Use of the Ruth Drassler Community Room in the Bradley Public Library does not constitute Library endorsement or sponsorship of any viewpoints expressed by participants in programs.

Advertisement for meetings held in the Library but not sponsored by the Library or the Friends of the Bradley Public Library shall not imply Library endorsement or sponsorship.

The name, address, or telephone number of the Library may not be used as the address or telephone number for any group using the Library for meeting purposes.

Restrictions

All reservations must be made by a person 18 years or older. The person making the reservation must be present for the entirety of the reservation. All groups of persons under 18 years of age must be attended by an adult who will assume responsibility for the groups' activities and for the proper care of library property and facilities. The responsible adult may not leave minors under the age of 8 unattended in the library after the conclusion of a meeting.

Groups are responsible for the supervision of all children who may accompany its members. Children under 8 must remain with the group or be supervised by an adult who remains with them.

Meetings or gatherings of any kind that would interfere (such as number of people greater than room size limits, activity or noise levels that disturb other users) with the operation of the library or the safety of its users are prohibited. If a question is raised about the goals or activities of any organization, group, or individual requesting use of the meeting rooms, the Library Board shall be the final authority in granting or refusing permission for the use of the rooms.

Care of Facilities

- The Meeting Room is to be left in the same condition as it was found.
- Posters or displays cannot be fastened to the walls.
- Groups using the meeting rooms are responsible for the set-up and take down of all tables and chairs used.
- Refreshments and light catered meals may be served. Alcoholic beverages are not allowed. Meal preparation is not allowed. All refreshments must remain in the meeting room. Groups serving refreshments must provide all equipment, utensils, and serving items.
- Groups are responsible for cleaning up and restoring the room to its original condition before leaving. This includes, but is not limited to, rearranging or stacking tables and chairs, cleaning tables and counters, vacuuming floors, and taking out food related or overflowing garbage. Failure to do so will result in a warning letter advising the group that they did not clean up the room and restore the room to its original condition. A second violation will result in the assessment of a monetary penalty, in an amount sufficient to reimburse the Library for the cost of janitorial services to restore the room and loss of meeting room use privileges.
- A refundable \$75 janitorial deposit is required for private parties and is due no later than 2 weeks prior to the scheduled event. If the meeting room is left in acceptable condition, the janitorial deposit will be returned within 1 week of the event.
- Set up and clean up must be accomplished within the time period for which the room is reserved.

Reservations

- Applications for reservations are to be submitted by an adult **age 18 or older** in advance using the form provided.
- Reservations will not be held until the Application form has been completed and returned.
- Meeting Room reservations requiring a fee must be paid no later than 2 weeks prior to the scheduled event.
- Application for the use of the Meeting Room facilities does not guarantee approval for said use.
- Requests for reservations will be honored on a first-come, first-serve basis up to 4 months in advance.
- Businesses using the meeting rooms for commercial purposes must pay the applicable fee at the time of reservation. Refunds will be given if cancellations are made at least 48 hours in advance.
- In order to make the meeting rooms accessible to as many people as possible, the use of the rooms by a group is limited to one meeting per month. Limited exceptions may be made at the discretion of the Director and/or Board to allow additional use for meetings or activities that further the goals and mission of the Library.
- No group may assign its reservation to another group.
- If it is necessary to cancel a reservation for the Meeting Room, the Library should be notified as soon as possible. If a Meeting Room is not used and a reservation cancellation is not given, Meeting Room privileges for the group may be suspended.
- The Library reserves the right to cancel any reservation upon reasonable notification to the group.
- Permission to use the Meeting Room may be withheld for groups damaging the room and/or its contents, or causing a disturbance of any kind, or any other failure to comply with the Meeting Room Policy. The contact person for each group is responsible for ensuring that each member of the group is aware of and abides by this policy.
- Any group or organization using the meeting room shall indemnify and hold harmless the Bradley Public Library for any and all damages, costs, or injuries which may arise out of its use of the premises. The library is not responsible for equipment, supplies, materials, or any other personal possessions owned by those using the meeting room.