

## USE OF MEETING ROOMS

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### PURPOSE

The library meeting rooms are available to for profit and non-profit organizations for cultural, educational or civic in nature events. The booking of the library meeting room does not imply library endorsement of the content or speakers of non-library sponsored programs held in the library. In making such room available, the library aspires to meet the standards set forth in the Library Bill of Rights.

### ELIGIBLE GROUPS

Westchester residents and property owners, 18 years or older, with library cards in good standing, and library card holders of consortia libraries may request the use of meeting rooms for or on behalf of a group or organization. These meetings must be open to the public without charge.

### FACILITIES:

**Prairie Community Room** on lower level, capacity: (89) equipment: chairs, tables, 110v outlets.  
**Insull Conference Room** in Adult Services department, capacity: (12) with single conference table and surrounding chairs.

### FEES

	For Profit	Non-Profit Organization
Prairie Community Room	\$40	\$10
Insull Conference Room	\$20	\$10

- Rate per 4-hour block.

-Fees must be paid in advance.

-Charges for damage or excessive clean up will be invoiced to the group.

-No financial transactions may be conducted on library premises.

- Actual costs of materials used in program may be collected at pre-registration for the program.

-Sales of program-related materials may be allowed at library-sponsored programs, when approved in advance by the library director.

-The library may charge admission for library-sponsored programs.

- Requests for waiver of fees should be addressed to the library director.

### SCHEDULING & RESERVATIONS

-Meetings may only be scheduled for hours when the library is open.

-Meetings must end 30 minutes before library closing time. Requests for a waiver may be addressed to the library director.

-An organization may not use library meeting rooms more than twice a month.

-No automatic renewals for meeting rooms will be granted.

-A designated contact person for the organization must be provided for scheduling and be present at the beginning and end of the event, and assumes legal responsibility for the group's activities in the library.

-Meetings of staff, official committees, and boards of the Village of Westchester, when permitted by law, may be closed to the public.

-Rooms will be reserved in 4 hour blocks, including setup and tear-down.

- Requests should be submitted 3 weeks in advance.

- Reservations are not final until payment is made and written confirmation received from the library.

- Library board may request an organization to change a scheduled meeting, with 14 days prior notice, if library needs so demand.

- Denial of permission to use the meeting rooms may be appealed at the next regularly scheduled meeting of the library board of trustees.
- Appeals must be submitted in writing 7 days prior to the board meeting.
- Fees may be refunded if notice of cancellation is received 5 days prior to reservation.

Priority in scheduling will be as follows:

1. Library sponsored or co-sponsored meetings or programs, including the Friends of the Library and other library-related groups.
2. Westchester governmental organizations.
3. Meetings or programs of not-for-profit organizations or groups (as defined by 805 ILCS 105) at which the stated purpose of the meeting or program is cultural, educational or civic in nature and whose membership is comprised mainly of Westchester residents or businesses with offices in Westchester.
4. Non-Westchester residents.

#### ADA

Groups using the library's meeting rooms must comply with the requirements of the Americans with Disabilities Act. They are responsible for providing qualified interpreters or auxiliary aids, upon request to individuals who require certain accommodations which would enable them to observe and/or participate.

#### RULES

- Library does not provide support service, for setup, refreshment, preparations or cleanup.
- No storage is available, no porter services are provided.
- Signage and promotional materials must be posted in specific areas designated by the library. Publicity must contain the statement "This meeting/program is not sponsored by the Westchester Public Library." Groups cannot use the library's phone number as the organization's point of contact.
- Library meeting rooms may not be used for religious worship services.
- If children use the library meeting rooms, adequate adult supervision (at least 1 adult per 8 children) is required. Supervisors must be at least 21 years old. The library does not provide child care services.
- No smoking, drugs, alcohol or any form of gambling are allowed on the library property at any time.
- The library reserves the right to modify this policy and to cancel any reservation due to unforeseen circumstances. The library may also cancel a group's reservation(s) if the meeting room policy is violated.

#### LIABILITY, HOLD HARMLESS AND INDEMNIFICATION

- Any group using the library meeting rooms shall indemnify and hold harmless the Westchester Public Library, its elected or appointed officials, officers, employees, and agents from any and all claims, lawsuits, actions, costs, and fees (including attorney fees and expenses) of every nature or description, arising from, growing out of, or connected with the use of the library premises or because of any act or omission, neglect, or misconduct of the group, its officers, employees, agents and/or anyone for whose acts they may be liable. This obligation shall be binding on the group without regard to whether or not such claim, damage, loss, or expense is caused in part by the act, omission, or negligence of the library or its elected or appointed officials, officers, employees, or agents.
- Any group using the library is responsible for any damage caused by the group or its participants. All costs in remedying said damage shall be the responsibility of the group.

APPLICATION FOR THE USE OF THE  
WESTCHESTER PUBLIC LIBRARY

Prairie Community Room  
or the  
Insull Conference Room  
(please circle one)

To: Library Director  
Westchester Public Library

Date: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_

DATE(S) & TIMES(S) OF USE: \_\_\_\_\_  
\_\_\_\_\_

EXPECTED ATTENDANCE: \_\_\_\_\_

(Where Applicable) NUMBER OF ADULT SUPERVISORS: \_\_\_\_\_

PURPOSE OF MEETING/TYPE OF EVENT:

\_\_\_\_\_  
\_\_\_\_\_

Having read and understood the Westchester Public Library policy on the use of the meeting rooms, I (we) agree to full compliance with the policy in applying for use of the community room, including the following: (check all that apply)

- Applicant (at least 21 years of age)       Open to the public  
 IL registered non-profit status       ADA regulations  
 Local organization

NAME OF PERSON IN CHARGE: \_\_\_\_\_

NAME OF APPLICANT: (IF DIFFERENT) \_\_\_\_\_  
(Must be present)

SIGNATURE: \_\_\_\_\_ LIBRARY CARD # \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

STAFF USE ONLY

APPROVED       DENIED      BY: \_\_\_\_\_

FEE COLLECTED \$ \_\_\_\_\_

DATE: \_\_\_\_\_