

GREEN HILLS PUBLIC LIBRARY DISTRICT

MEETING ROOM POLICY

The Green Hills Public Library District meeting room is available to organizations for public meetings, which have Library District participants. The Green Hills Public Library District will make space available to our legislators and other units of government on an ongoing basis. Library activities and functions have priority. Permission to use the meeting room does not imply endorsement of any organization using the room. As required by the Americans with Disabilities Act, special accommodations requested will be provided by the sponsoring group/organization. Organizations must present a certificate of insurance coverage at the time the application is submitted. Seating capacity for both meeting rooms is (100) one hundred people. The room can be divided, with the larger room holding (60) sixty people.

CONDITIONS OF USE

1. The booking party must be a Green Hills Public Library District cardholder.
2. All reservations will be accepted on a first-come, first-serve basis upon receipt of the completed application. The Library District must be notified if a cancellation becomes necessary. Failure to cancel forty-eight (48) hours in advance of the meeting may result in reservations being denied in the future.
3. The meeting room is available for use during the Library's normal business hours. All meetings must be adjourned and the meeting room vacated before the Library closes.
4. The meeting room may be scheduled for no more than three (3) months in advance. The Library will not accept reservations for a series of meetings which would designate the Library as a regular meeting place for any organization.
5. Meetings using Library facilities must be open to the public at large and not be restricted to the membership of the sponsoring organization.
6. 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.
7. Groups of children through grades 12 may use the meeting room with adult supervision. The adult supervisor must sign the meeting room application, taking responsibility for the group and must be in attendance at all times. Children must remain in the meeting room during the entire meeting to avoid disruption to the normal functions of the Library.

8. A group or organization must designate one person to assume legal responsibility for its activities in the Library and act as the liaison between the group and the Library. This representative must sign the application form and be present for the entire meeting. The representative of the group or organization shall be held responsible for willful or accidental damage to the Library building, grounds or equipment caused by the group, its members or those attending its program.
9. The Library will not provide any supplies including coffee urns, platters, paper, goods, etc. Coffee and light refreshments are permitted, if provided by the sponsoring group. The cleanup of such refreshments by the group or organization is mandatory. Alcohol is not permitted.
10. Groups or organizations using the meeting rooms will be responsible for arranging the meeting room furniture to suit their activities, will be responsible for replacing furniture to its proper location, and returning the room to its original condition.
11. Library personnel are not available to assist any group to rearrange the seating, to carry supplies to and from the meeting room, to run the projector, etc. The Library will be responsible for furnishing the necessary meeting space and seating only. The Library will not provide storage for the property of any organization which meets in the building.
12. The Library is not responsible for equipment, supplies, materials or personal possessions owned by those sponsoring or attending a meeting. No equipment will be supplied other than the lectern (which includes the microphone). Training must be provided by Library staff prior to use.
13. The Library reserves the right to cancel any reservations due to unforeseen circumstances. The Library may also cancel a group's reservations if the policies described in this document are violated.
14. Permission to use a meeting room does not constitute endorsement of the subject matter of the meeting or the group's beliefs and policies. Publicity for non-Library sponsored meetings must in no way imply Library sponsorship.
15. Any group or organization using the meeting room will indemnify, protect, and hold harmless the Green Hills Public Library District, its Board of Trustees, and staff, for any and all accidents, including personal injury and property damage, which may be sustained on the premises.
16. Failure to abide by the requirements and regulations set forth in this policy will result in a minimum charge of \$100.00.

RESTRICTIONS

1. Any other activity which would materially and substantially interfere with the proper functions of the Library, such as excessive noise, a significant safety hazard or a significant security risk, is prohibited.
2. Smoking and the use of E-Cigarettes are not permitted. Alcoholic beverages are not allowed anywhere on the Library premises.

APPLICATION FOR USE

1. Application for the use of the meeting room must be made on the APPLICATION FOR USE OF THE MEETING ROOM OF THE GREEN HILLS PUBLIC LIBRARY DISTRICT. An application form must be filled out for each meeting. Completed forms should be returned in person or by mail to the Library Director or designee for his/her approval.
2. Applicants must be 18 or older. Applicants will be notified within seven (7) days of the Library's acceptance or rejection of their applications, and if rejected, the reasons therefore.
3. The booking party must be a Green Hills Public Library District cardholder.

Use of Study Rooms:

The Green Hills Public Library District provides study and discussion rooms to serve the needs of the Library and the Palos Hills/Hickory Hills communities. These rooms provide places for study and collaboration by small groups of people.

Any activity which would materially and substantially interfere with the proper functions of the Library such as excessive noise, a significant safety hazard or security risk, is prohibited. Smoking, the use of E-Cigarettes, and alcoholic beverages are prohibited.