SSCHPL
Steger-South Chicago Heights Public Library

Meeting Room Policy

This policy refers to the southwest Meeting Room. Use of the children's wing addition/multipurpose space is restricted to Library-sponsored programs. Library functions take precedence over all other activities. In the event that Library functions are being disrupted or interfered with, the Library reserves the right to change or cancel reservations. The use of the meeting room does not constitute an endorsement of these groups or their programs by the library, its staff or the Board of Trustees. Groups are required to comply with the Americans with Disabilities Act and must provide qualified interpreters or auxiliary aids for their programs when requested.

1. The following organizations or groups may use the meeting room:
    a. Library staff, Board of Trustees and board committees
    b. Library programs
    c. Meeting for organizations and committees in which the library is involved
    d. Local governmental agencies
    e. Non-profit organizations and community groups

2. The meeting room may not be for:
    a. Fundraising
    b. Social Occasions
    c. Religious Services
    d. Partisan political meetings or rallies
    e. Commercial meetings in which products or services are solicited
    f. Any activities that would substantially or materially interfere with library functions

3. Meetings are subject to approval by the Library Director.

4. There will be no charge for use of the meeting room.

5. No admission may be charged for the event or program.

6. Prior approval from the director is needed before an organization can serve refreshments and they must be provided by the group.

7. The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room. Organizations using the meeting must reimburse the library for any damage that may occur to the building, furniture and equipment.

8. Groups of children under age 18 must have an adult sponsor present. One sponsor is necessary for every 10 children.

9. Smoking is not permitted. Alcoholic beverages may not be served.

10. Reservations must be made on the Library's application form (appendix A).

11. Reservations should be made at least 72 hours in advance.

12. Reservations will not be accepted for more than three months in advance.

13. The Board reserves the right to request any organization to change its regularly scheduled meeting to another date, or withdraw a scheduled meeting by giving not less than thirty (30) days prior notice to the proper officer of the organization.

14. Meeting Room capacity is 20.

15. The Meeting Room may be used only during regular Library hours. No meeting may continue after the Library closes unless special accommodations are made in advance.

16. The Library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the Library by any group or individual attending a meeting.

17. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

18. All press releases. Promotional materials or other forms of publicity must be approved by the Library director. They must contain the statement, "This is not a Library sponsored program"

19. Organizations using the meeting room may not use the Library's information as a point of contact for its organization.

20. Organizations are responsible for their own set up and clean up of the meeting room. Staff will inspect the room before and after all meetings.

21. Groups will be booked in order in which they filed the application

22. An organization must designate one individual over 18 to assume legal responsibility for the room and fill out the application. The signee must have a Steger-South Chicago Heights library card and it must be in good standing. The applicant must be present for the entire meeting, since he or she is one of the responsible parties.

23. All meetings must be open to the public except for closed sessions of governmental bodies in accordance with the Open Meetings Act.

24. The library has precedence over all other activities and will notify organizations as soon as possible if there are any scheduling conflicts.

25. When a group cancels a meeting, timely notice should be given to the Library.

Adopted: September 27, 2001
Revised: June 2009
Revised: January 2013
Revised: November 2015