

## **PALOS HEIGHTS PUBLIC LIBRARY**

### **MEETING, CONFERENCE AND STORYTIME ROOMS POLICY**

#### **USE OF MEETING, CONFERENCE AND STORYTIME ROOMS**

The Library desires to make its facilities available to cultural, educational, and civic groups sponsored by local residents, provided such use does not interfere with normal library business, and meetings are conducted for purposes which are non-commercial. The applicant must be 18 years of age or older and a library card holder.

#### **A. HOURS**

1. The meeting room shall be available only during open Library hours and terminate no later than one-half hour prior to Library closing. To remain beyond Library closing time or to arrive before normal opening time, approval from the Administrative Librarian must be obtained at the time of application. A charge of \$30.00 per hour for each hour or part of hour before or after will be made. No meetings other than those which are sponsored or co-sponsored by the Library may be scheduled on Saturday evenings, Sundays, or any of the holidays on which the Library closes.
2. The conference and storytime rooms shall be available only during open library hours and terminate no later than one-half hour prior to library closing. Use before or after regular hours will not be permitted. No meetings other than those which are sponsored or co-sponsored by the library may be scheduled on Saturday evenings, Sundays, or any of the holidays on which the library closes.

#### **B. REFRESHMENTS**

1. **For the meeting room**, permission must be granted prior to the meeting in order to serve refreshments. Only light refreshments, e.g., beverages, appetizers, or desserts are allowed. All supplies required must be furnished by the organization. **ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED.** See Section K.
2. **For the conference and storytime rooms**, permission must be granted prior to the meeting for the consumption of light refreshments, e.g., beverages, appetizers, or desserts, all of which must be brought in. No kitchen facilities are available. **ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED.**

**C. SMOKING**

Smoking is not permitted.

**D. TELEPHONE**

A public telephone is available.

**E. CAPACITY OF MEETING, CONFERENCE AND STORYTIME ROOMS**

1. For the meeting room, the group is not to exceed 100 persons.
2. For the conference and storytime rooms, the group is not to exceed 20 persons.

**F. CHILDREN**

If children use the meeting, conference or storytime rooms, they must be under proper adult supervision at all times. There must be one adult for each 10 children.

**G. HOLD HARMLESS AGREEMENT**

Any group or persons using the meeting, conference, or storytime rooms must indemnify and hold harmless the Trustees and staff of the Palos Heights Public Library, and the City of Palos Heights for any and all accidents which may be sustained on the premises.

**H. RESPONSIBILITIES**

Any group or persons using the meeting, conference, or storytime rooms shall be held responsible for willful or accidental damage to the Library building, grounds, or equipment.

Meetings must be orderly, and the rooms left in a neat condition. Any group using the facilities shall be responsible for leaving the premises at the designated time and for obeying the rules and regulations of the Library.

SET UP: A group is ordinarily expected to set up the room for their meeting and then return items to storage. At the time of application, a group may request assistance to meet special needs (e.g., age, disabilities).

STORAGE: The Library will not provide storage space for equipment or supplies for groups using any of its rooms. The Library will not supply porter service for carrying supplies or materials to any of its rooms.

In order that Library patrons and routines are not disturbed, doors to the meeting, conference or storytime rooms must be kept closed.

**PALOS HEIGHTS PUBLIC LIBRARY  
MEETING, CONFERENCE AND STORYTIME ROOMS POLICY (continued...)**

**I. APPLICATION FOR USE**

1. Written application for use of the meeting, conference, or storytime rooms shall be made on an approved form by a qualified officer or representative of the organization, and addressed to the Administrative Librarian (see attached). The Administrative Librarian shall report to the Board at its regularly scheduled meeting of all requests.
2. A group wishing to reserve a room for a single meeting shall make application as far in advance of the planned meeting as possible.
3. Groups that plan a series of meetings shall make application and present a schedule of the meeting dates at least one month in advance of the first meeting. Recurring reservations shall be accepted, but for no more than one year at a time. At the end of this period, such reservations must be renewed.
4. 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 days prior notice to the proper officer of the organization.
5. The use of the meeting, conference, or storytime rooms shall be assigned in order of receipt of the application.

**J. RESCINDING OF PRIVILEGE FOR THE USE OF THE MEETING, CONFERENCE OR STORYTIME ROOMS**

If the foregoing rules and regulations are not adhered to by the organization using the room, the Board reserves the right to withdraw the privilege of the use of the room by written notice.

**K. CHARGES**

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|----|---------------------------------------|--|
| 1. | MEETING ROOM:                         | \$30.00 for each INITIAL 2 HOURS use.<br>10.00 for each additional hour or part thereof.   |
|    | KITCHEN FACILITIES:                   | \$10.00 for each use.  |
| 2. | CONFERENCE ROOM OR<br>STORYTIME ROOM: | \$20.00 for each INITIAL 2 HOURS use.<br>\$10.00 for each additional hour or part thereof. |
| 3. | AUDIOVISUAL:                          | Audiovisual equipment is available for \$10.00/hr.<br>Must be operated by the staff.       |
| 4. | KEY DEPOSIT (if needed):              | \$10.00  |

Payment of fee for each date requested must be received at the time of application. A refund will be made if the desired room is previously booked.

**L. EXCEPTIONS**

**PALOS HEIGHTS PUBLIC LIBRARY  
MEETING, CONFERENCE AND STORYTIME ROOMS POLICY (continued....)**

Any request for exceptions to the above rules should be submitted in writing through the Administrative Librarian to the Library Board of Trustees before its next regularly scheduled Board Meeting.

*The Palos Heights Public Library is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals who require accommodation for a disability for any meeting should contact the person reserving the room, who then must contact the Administrative Librarian at least five days prior to the scheduled event.*

Adopted 3/9/89  
Revised 10/8/92  
Reviewed 4/8/93  
Revised 4/13/95  
Revised 2/08/01  
Revised 6/10/04  
Revised 5/12/05

**PALOS HEIGHTS PUBLIC LIBRARY  
MEETING, CONFERENCE AND STORYTIME ROOMS APPLICATION**

TO: The Board of Trustees  
Palos Heights Public Library  
12501 S. 71st Avenue  
Palos Heights, IL 60463

DATE:

ATTENTION: Administrative Librarian

As \_\_\_\_\_ of the \_\_\_\_\_  
(Officer or Authorized Representative) (Organization)

I hereby request permission to use the \_\_\_\_ meeting room \_\_\_\_ conference room or  
\_\_\_\_ storytime room of the Palos Heights Public Library on the following date, or dates, at the time  
indicated:

DATE:

START:

FINISH:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permission is requested to serve refreshments: \_\_\_\_ Yes \_\_\_\_ No  
If yes, please indicate what you plan to serve:

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Our organization is comprised of \_\_\_\_\_ members. We plan to use the room for the following  
purposes:

\_\_\_\_\_  
# of Chairs

\_\_\_\_\_  
# of Tables

Special Needs?

We hereby agree to abide by the rules and regulations regarding the use of this room as set forth in  
your rules governing the use of the Palos Heights Public Library Meeting Room: To indemnify and  
hold harmless the Palos Heights Public Library, including its Trustees and Staff, and the trustees of  
the City of Palos Heights, for any and all accidents which may be sustained on the premises, and to  
be responsible for any and all willful and/or accidental damage to the Library building, grounds,  
equipment, and any and all other Library property, resulting from this use of such meeting room.

*The Palos Heights Public Library is subject to the requirements of the Americans with Disabilities Act of 1990.  
Individuals who require accommodation for a disability for any meeting should contact the person reserving the room,  
who then must contact the Administrative Librarian at least five days prior to the scheduled event.*

Payment of the fee for each date requested must be paid at the time of application. Refund will be  
made if the meeting room is previously booked.

ORGANIZATION:  
NAME AND TITLE:  
ADDRESS:  
PHONE NUMBER: