

Article I. MEETING ROOM POLICY

To request use of a meeting room an application form must be submitted to the Library by an individual with a valid Homewood (or East Hazel Crest) Library Card.

The Library provides the use of its meeting room facilities as an additional service to groups and organizations under the conditions established by the Board of Trustees. The Library has two such meeting rooms:

1. the Mable Murphy meeting room, and
2. the conference room.

The following conditions and regulations for meeting room use apply equally to both of these rooms.

The meeting rooms are available for use by all groups and organizations, except for-profit organizations. A for-profit organization is one whose primary purpose is the sale of property or services for monetary gain. The meeting rooms are not available for use by individuals.

Section 1.01 RESTRICTED USE

The meeting rooms may not be used by any group or organization for the following types of functions:

(a) Commercial ventures

A commercial venture is defined as an activity whose purpose is to promote or cause the sale of property or services for monetary gain or to raise funds (except fund raising for the Library.)

(b) Purely social functions

A purely social function is one designed for entertainment through companionship with friends and associates.

(c) Other

Any other activity which would materially and substantially interfere with proper functions of the Library, such as excessive noise, a significant safety hazard or a significant security risk.

Section 1.02 PRIORITY

Use of the meeting rooms will be given in the following order:

1. Homewood Public Library District-sponsored meetings or programs, including meetings of the Board of Trustees.
2. Meetings of the Friends of the Homewood Public Library District and other library- related groups.
3. Meetings or programs of Homewood Public Library District based groups/organizations.

Section 1.03 USE LIMITATIONS

No organization may use the Meeting Room or the Conference room more than 4 times in a calendar year.

A group or organization which has been denied permission to use the meeting rooms by the Administrative Librarian may appeal such denial to the Board of Trustees at the Board's next regularly scheduled meeting.

Applications may not be submitted more than 3 months prior to the use date.

Section 1.04 DAMAGE

A Library staff member will check the meeting room before and after each scheduled use, and the Administrative Librarian will notify in writing the person who applied to use the room of any violations of the meeting room regulations. The Administrative Librarian will also notify the Board of Trustees which may consider suspending the privilege of using the meeting room to that group/organization. The Board of Trustees, after giving proper notification and due process to that group/organization, may suspend the group/organization's meeting room privileges.

Section 1.05 REGULATIONS

The following regulations apply to meeting room and conference room use:

1. The applicant must be present at the entire meeting, since he or she is one of the responsible parties.
2. When a group finds it necessary to cancel a meeting, notice should be given to the Library.
3. Set-up of the room is the responsibility of the group unless a set up/dismantle charge of \$30.00 per meeting room is paid. This is payable at the time that the application and diagram are submitted.
4. No group or organization may charge an admission fee to the meeting room, except for Library-sponsored programs for which fees may be charged to defray expenses.
5. Smoking or alcohol are not allowed in the meeting rooms.
6. Meetings may be scheduled only at times when the Library is open.
7. Permission to use a meeting room does not constitute endorsement of the subject matter of the meeting, or the group's or organization's beliefs and policies. As a result, publicity on non-library sponsored meetings must in no way imply Library sponsorship.
8. Groups/organizations using the meeting rooms may not use the Library as their mailing address or telephone number.
9. NO signs or posters pertaining to a non-Library-sponsored meeting may be placed in the Library, except in accordance with the sign and public notice policy.
10. No group or organization may store equipment or materials in the Library, except

on a temporary basis with the Administrative Librarian's permission.

11. The Library is not responsible for personal injury or the loss of/or damage to any equipment or materials owned or rented by a group/organization meeting in the Library.
12. At the conclusion of the meeting, the group/organization is responsible for placing the room in the condition existing before the meeting commenced.
13. Nothing may be attached to the walls or ceiling of the meeting room. except on appropriate surfaces.

Section 1.06 EQUIPMENT

It is the responsibility of the group/organization to insure compliance with fire code restrictions related to the meeting room occupancy limits.

The Library has the following furniture and equipment available for use in the meeting rooms upon adequate notice: chairs, folding tables, movie screen, and podium. Any other equipment must be provided by the group/organization or checked out by the usual procedure.

There are coffee makers, a refrigerator and a sink in the meeting room kitchen for use.

The Board of Trustees of the Homewood Public Library District will review the Meeting Room Policy and regulations periodically and reserves the right to amend them at any time.