

UNIVERSITY PARK PUBLIC LIBRARY DISTRICT

MEETING ROOM POLICY

PURPOSE

The Meeting Room of the University Park Public Library is designed to meet the operational needs of the Library and to provide accommodations for educational, informational, cultural and civic functions of the community.

Who May Use the Room

The Meeting Room of the University Park Public Library may be used for the following purposes in order of priority;

- 1) University Park Public Library sponsored programs and activities, including meetings of the Board of Trustees and of the Friends of the Library.
- 2) Educational, informational, cultural and civic programs sponsored or co-sponsored by the Library and related to its collections and services.
- 3) Meetings of the Village of University Park and other agencies or departments of local government or representatives thereof.
- 4) Meetings of University Park based non-profit **(501(c) (3))** community groups and organizations for educational, cultural, or civic purposes and not for fundraising purposes. At least 50% of the members of the group of organization must be University Park residents or property owners.
- 5) **The Study Room may not be used in lieu of an unapproved Meeting Room application.**
- 6) All meetings held within the University Park Public Library are subject to the Open Meetings Act, (and open to the public.)

RESTRICTED USE

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

1. **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).**
2. **Private social functions: A private social function is one designed for entertainment through companionship with friends and associates.**
3. **Political fundraising or individual political candidates or partisan political activities.**

4. Any other activity which would materially and substantially interfere with proper functions of the Library.

The Library reserves the right to refuse use of the meeting room for any purpose deemed unsuitable for the Library's facilities or incompatible with its purposes.

Applications for Use of the Meeting Room

Written application for use of the Meeting Room shall be made on the Application Form of the University Park Public Library by a qualified officer or designated representative of the group or organizations, who shall be a resident of University Park, age eighteen (18) or older, **with a current library card in good standing.**

Applications should be addressed to the Library Director who will determine if the request for use complies with the Library's policy, and shall approve or disapprove each request on this basis. Applications whose compliance with the Meeting Room policy is questionable shall be referred to the Library Board for review at their next regular meeting. Requests should be submitted at least thirty (30) days in advance of the desired meeting room date. Approval or denial of applications will be made in writing, whenever time allows.

Groups planning a series of meetings should present a schedule of the preferred meeting dates at the time of application. Reservations shall be accepted no more than **(three (3) months)** in advance. Groups that meet on a regular basis and wish to extend their reservations must fill a new application for each **request for use of the meeting room.**

(No organization may use the Meeting Room more than four times in a calendar year).

General Rules and Regulations

The Board of Trustees of the University Park Public Library District will review the Meeting Room policy periodically and reserves the right to amend it at any time.

The following rules apply to Meeting Room use:

- 1) The group or organization using the Meeting room agrees to abide by all rules and regulations, procedures and policies of the University Park Public Library District.
- 2) The Meeting Room can accommodate a maximum of thirty-six (36) persons. If two (2) small groups of eighteen (18) or less apply for use at the same time, the Library will attempt to reasonably accommodate both groups by use of a room partition.
- 3) The Meeting Room applicant and the group or organization which the applicant represents shall be jointly and severally liable for any breakage, damage, or theft of any Library property caused by members or guests of the group or organization.
- 4) The applicant must be present at the entire meeting, since he/she is one of the responsible parties.
- 5) In the event of the need to cancel, the Library Director should be notified not less than forty-eight (48) hours in advance of the meeting.

- 6) No group or organization shall charge an admission fee to the meeting, except for Library sponsored programs for which fees may be charged to defray expenses.
- 7) No smoking or alcohol is permitted anywhere in the building.
- 8) Meetings which would interfere with the functions of the Library and/or its users because of noise or other factors are not permitted.
- 9) Use of the Meeting Room does not constitute Library endorsement of viewpoints expressed by participants. No advertisement or announcement implying such endorsement will be permitted.
- 10) Groups or organizations using the Meeting Room shall not use the Library as their mailing address or telephone number.
- 11) The Library cannot provide storage space for equipment or supplies for groups using the Meeting Room.
- 12) The Meeting Room must be left in a neat and orderly condition and garbage must be disposed of in the containers provided.
- 13) The Library is not responsible for the loss of or damage to any equipment or materials owned or rented by a group or organization meeting in the Library.
- 14) The library has the following equipment available for use upon adequate notice: chairs, folding tables, movie screen, overhead projector, and TV-VCR. If kitchen facilities are requested, a thirty (30) cup coffee pots, a refrigerator, a microwave oven, and a sink are available. The area is to be left clean. All food, preparation equipment, paper products, serving pieces, etc., the Meeting Room.
- 15) (Non-profit organizations must provide proof of 501(c) (3) status and/or proof of Not-For-Profit Status.)**

Fees

The library facility may be used with approval in accordance to the library policy during regular hours of operations. (Monday-Thursday, 10:30AM-7:30PM, Friday-Saturday, 10:30AM-4:30PM). There will be no fees charged for usage of the room.

Equal Opportunity

All activities taking place in the Meeting Room shall be open to all citizens regardless of age, sex, race, religion, national origin, or disabilities.

Revised 1/19/16

University Park Public Library District

STUDY ROOM POLICY

The quiet study rooms will be made available to patrons at least twelve (12) years old with reservations on a first come, first served basis. These rooms are for quiet study or quiet tutoring. They may be reserved or used up to two (2) hours. **“No more than four individuals to a Study Room.”**

Literacy tutors or other volunteers may reserve Study Room 1 for up to two (2) hours twice a week. These rooms are not available to anyone who is charging for their services.

To use a quiet study room, a patron must provide a name, telephone number, and a time of usage. The patron must also present a library card in good standing.

Study room hours are from 10:15AM until 7:45PM Monday through Thursday and 10:15AM until 4:45PM Friday and Saturday.

“Organizations seeking to use Study Rooms for meetings must adhere to the guidelines of the Meeting Room.”

Revised January 19, 2016

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