



LEMONT PUBLIC LIBRARY DISTRICT ROOM USE POLICY

The Lemont Public Library District provides rooms for meetings, study, and collaboration activities to support the needs of both the Library and the community served by the Library. The Library does not discriminate in reserving rooms on the basis of race, national origin, religion, sex, sexual orientation, gender identity, political affiliations, or the physical, emotional or intellectual challenges of its users. Use of the rooms is governed by the policy established by the Library Board of Trustees and any applicable rules, procedures, or regulations adopted by the Library.

The Library Director is authorized to implement the policy for the Library Board of Trustees. To that end, the Library Director shall exercise reasonable discretion in determining whether a use is “in the best interest of the Library” and is authorized to act accordingly, including limiting the use of the rooms by individuals, groups, and organizations whose activities interfere with Library operations, adversely affect public safety, or cause public disturbances.

The Library Board of Trustees may modify, amend, or supplement this policy and the accompanying Fee Schedule as it deems necessary and appropriate. This Policy supersedes any prior policies and procedures previously in effect.

PRIORITY FOR USE

Priority for room use shall be given in the following order:

1. Library Board of Trustees and Staff for Library-related activities.
2. Government agencies and Administrative Boards serving the Library community.
3. Events conducted by groups in partnership with the Library.
4. Service, community, and fraternal organizations, including, but not limited to, the Boy Scouts, Girl Scouts, Lions, Rotary, and Veterans of Foreign Wars, whose purposes include service to the Library’s community and/or support for the Library’s mission.
5. Local businesses and other organizations operating within the Library District.
6. All other organizations and individuals outside the Library District.

Subject to this prioritization, rooms are available within the following guidelines and the Room Use Fee Schedule established by the Board of Trustees. Room use fees will not be assessed for groups in categories 1, 2, 3, and 4 above.

RESTRICTIONS

The following restrictions apply to the use of Library rooms:

- a) All meetings must be open to the public, including those for which an admission fee is charged.
- b) Programs or gatherings which present a danger to the welfare of the participants, attendees, Library staff, patrons, and/or the community are prohibited.
- c) All individuals, groups, and organizations using the meeting room are required to comply with the Americans with Disabilities Act (ADA) regarding accessibility. Individuals, groups, and organizations using the room are responsible for providing interpreters or any auxiliary aids upon request by individuals with disabilities interested in attending their meeting. The Library is not responsible for, nor shall the Library pay for, any costs related to such aids.
- d) Rooms may not be used for private social functions, e.g., private parties, receptions, etc.

GUIDELINES FOR USE

- a) All room use must be in compliance with the Library's Code of Conduct Policy, the Unattended Child Policy, Tutoring Policy, and all other applicable policies. Individuals or organizations who fail to comply with these provisions, may be asked to leave the Library, lose future room use privileges, and will be responsible for reimbursing the Library for any and all damages.
- b) Activities in the rooms must remain within the reserved space and must not impact the rest of the Library and other patrons' use of the Library.
- c) Library personnel must have free access to rooms at all times. The Library retains the right to monitor all room use for the purpose of ensuring compliance with Library rules and regulations.
- d) Use of the rooms by outside agencies does not constitute the Library's endorsement of viewpoints expressed by participants in the program. Announcements implying or stating such endorsement are prohibited. No signage may be placed on Library property and groups may not block nor cover room doors. Publicity for any event in the meeting rooms must clearly state that the organization is the sponsor, and that the Library is the location. Furthermore, the Library telephone number or website is not to be included in any news releases or flyers publicizing the event. No group may use the Library as a mailing address.
- e) Attendance is limited to the posted room capacity, which will vary depending on the room arrangement. Library staff will terminate meetings, programs, or events with attendance that exceeds room capacity.
- f) Upon arrival, all groups must check in at the Adult Services Desk. The reserving individual must be present throughout the reservation. The room will then be opened and inspected by Library staff and the reserving individual for condition.
- g) The individual making the reservation should be present at the time of the scheduled activity. This person, as well as the group or organization using the room, shall be responsible for any and all damages that may occur as a result of the use of the facilities.
- h) Reservations are not transferable to a different group or individual. The individual or group making the reservation must be the one that is hosting the program or event.
- i) Smoking, vaping, or use of tobacco products is not permitted anywhere in the Library, the meeting room, or within 15 feet of any Library building entrances.
- j) Food and beverages may not be served or prepared in Library rooms without the permission of the Library Director.
- k) Alcohol and/or alcoholic beverages are not permitted.
- l) Rooms are to be left as they are found. Furniture should not be rearranged. Waste must be placed in appropriate garbage and/or recycling receptacles.
- m) Signs and decorations may not be taped or stapled to walls or doors. Use of glue, crayons, paint, markers, tape, glitter, wax, candles (lit or unlit) and other craft supplies is prohibited.
- n) The Library does not provide porter service for carrying supplies or materials to the rooms.
- o) The Library cannot provide storage space for equipment or supplies for groups using the rooms
- p) Use of Library equipment may be permitted with prior arrangement with the Library Director or designee and subject to the Room Use Fee Schedule. Library staff will provide assistance with setting up and use of equipment as available, and on a limited basis.
- q) Groups must return to the Adult Services desk and notify Library staff when the meeting is finished. The room will then be inspected for condition.
- r) The individual or organization reserving the room will be responsible for reimbursing the Library for any damage to Library furniture, equipment, or facilities.

USE OF STUDY SPACES

The Library has several study spaces available for use by adults and teens.

- Any adult or teen may make a same day reservation.
- Library patrons may reserve a study room online up to two days in advance. Non-Library patrons must call the Adult Services Desk or reserve in person.
- Generally, room use is limited to a maximum of two hours per day. Longer use times are available based on the discretion of staff, and availability of the room.
- Reservations will be cancelled if the room is not claimed within 15 minutes of the reservation time. Repeated cancellations or no-shows will result in loss of room use privileges. Use of Study Spaces is subject to all the provisions and guidelines of this Room Use Policy and all other applicable policies.

USE OF MEETING SPACES

The Library has several rooms available for public use. Full details of room capacity, furniture, and equipment can be found on the Library website.

- a) Reservations cannot be made more than 60 days in advance.
- b) Reservation requests may be made through the Library website or by using the form provided on the website or at one of the service desks. Fees will be assessed based on the Room Use Fee Schedule.
- c) Room requests must be made by an individual 18 years or older. The individual making the reservation must be present when the room is in use.
- d) Approval of reservations is subject to the provisions of this Policy. Application for the use of the Library facilities does not guarantee approval. The Director or designee will review each request for compliance with the Library's Room Use Policy after the reservation has been submitted online or in person. The Library will make its best effort to notify the applicant of approval or denial via email in a timely fashion.
- e) Rooms are available only during regular Library operating hours. All reservations must conclude 15 minutes prior to the closing of the library.
- f) Groups or individuals are limited to a maximum of four (4) reservations per month; this includes different subgroups of the same business or organization. No group shall assign its space or reservation to another group.
- g) The Library reserves the right to change or cancel room reservations.
- h) Room capacities and equipment available are noted on the Room Use Application and the Library website; these capacities may be reduced depending on the set-up arrangement that is chosen.
- i) Limited room set up arrangements are available for the Event Space and Learning Center, which must be requested along with equipment, at the time of application. Changes must be submitted in advance by phone or email and will be accommodated only when possible.
- j) Only minor adjustments to the room setup will be made by Library staff prior to the start of the event. Groups may not rearrange Library furniture or move tables, chairs, or other furnishings to or from other parts of the Library or use equipment without authorization.
- k) The Library Director is the person authorized to make decisions regarding the availability and use of the meeting room. The Library Director may delegate authority to approve room use applications in accordance with the above policy. The Director may deny the use of a meeting room at their reasonable discretion with consideration given to factors including, but not limited to, the following: anticipated availability of parking spaces, the requested time of the event, or other factors which may impair the public's access to Library services.
- l) Requests for exceptions to any of the above rules must be submitted in writing to the Library Director at the time of application.

EQUIPMENT

Individuals or organizations may use their own equipment with prior authorization from the Library Director or designee.

Library staff (if available) will set up the requested equipment and provide basic use instructions.

Library staff may not be present to operate equipment during meetings, programs, or events, unless prior arrangements have been made.

Equipment will not be loaned outside the Library.

CANCELLATIONS

Reservations must be cancelled at least 3 days in advance through the website or by emailing the Library at info@lemontlibrary.org. Failure to provide the required notice of cancellation, or regularly cancelling room requests or reservations, will be grounds for suspension of room use privileges. Fees paid will be forfeited if a cancellation is not made 3 days prior to the reservation date. If arrival is not within 15 minutes of the scheduled start time, the reservation will be removed. Repeated cancellations will be subject to suspension of room rental privileges.

PAYMENT

Payment for the room (if applicable) is made at the time of booking or prior to the event, by cash, check or credit or debit card at the Patron Services Desk. Payment must be made in full and in advance of room use. Payment can also be made online with a credit or debit card or over the phone.

FAILURE TO COMPLY

Individuals or groups presenting and attending meetings, programs, and events are subject to all Library policies, rules, and regulations. The Library reserves the right to suspend or revoke permission to use Library rooms for any violation of Library policies, rules, or regulations. Inclusion of false information on the application form will result in automatic and immediate revocation of permission. Failure to comply with Library policies, rules, and regulations (including this policy) will be grounds for suspension of room use privileges for up to six months.

DAMAGES AND LIABILITY

Any individual, group, or organization using the rooms shall be held responsible for willful or accidental damage to the Library building, grounds, collections, or equipment caused by the group or organization, its members, or those attending its program. All individuals, groups, and organizations shall indemnify, defend, and hold harmless the Lemont Public Library District, its officers, agents, and employees from and against any and all claims, suits, actions of any kind relating to injuries or damage arising from any act or omission of the individual, group, or organization's use of the meeting room. The Library is not responsible for possessions left in a Library room.

If the Library staff, Library Director, or Library Board of Trustees determine that there may be a potential threat to the safety of Library staff, Library users, or members of the public due to a group or speaker based upon prior experience at this Library or at other venues where the group has held meetings which have been disruptive or had a potential for violence, the following shall be required: The individual or group reserving the room shall be required to pay in advance by cashier's check the reasonably estimated cost of any special security measures needed to be taken for the meeting; and the individual or group reserving the meeting room shall obtain a special event liability policy for injury or damage to property occurring at the meeting, program, or event in the amount of one million dollars with proof of insurance to be furnished to the Library Director at least three business days prior to the meeting, program, or event and naming the Library as an additional insured. The applicant has read and understands the Room Use Policy and agrees that she/he is responsible for ensuring that each member of his/her organization is aware of and abides by these rules.

APPEAL AND REVIEW

The Board of Trustees of the Lemont Public Library District will review the Room Use Policy and regulations periodically and reserves the right to amend them at any time. The Library Board of Trustees authorizes the Library Director to waive regulations under appropriate circumstances. The Library Director or designee is the chief person empowered to make decisions regarding the availability and use of the library meeting rooms. The Library Director may delegate authority to approve meeting room applications. Any appeals for changes to, or exceptions to, any portion of the meeting room

policy will be considered. An individual or organization wishing to file an appeal shall submit it to the Library Director via email hshlah@lemontlibrary.org or in writing attention Heather Shlah, Library Director.

Reviewed and amended: September 27, 2022

Approved, Library Board of Trustees - September 13, 2016; Updated April 13, 2021; Updated October 11, 2022