

## COMMUNITY ROOMS POLICY

### **PR-07-23**

Glenside Public Library District is a community gathering place for information, reading, study, and computer technology for all ages. It is the policy of the library to provide meeting room space to support the purposes of the Glenside Public Library District. Use of the community rooms for any activities, which are inconsistent with those library purposes, will be denied or terminated.

#### **I. COMMUNITY ROOMS THAT ARE AVAILABLE**

- A. Meeting Room 1
- B. Meeting Room 2
- C. Large Meeting Room
- D. Conference Room

#### **II. EXCLUSIONS**

- A. Meetings for commercial advertising, commercial solicitation, or fund raising.
- B. Meetings to conduct market research.
- C. Religious Services.
- D. Social events such as Birthday parties, showers, dances, or holiday celebrations.
- E. Partisan political meetings in support of, or in opposition to, a particular candidate or candidates or in support of, or opposition to, questions of public policy to appear on an upcoming ballot.
- F. Any use that would disrupt the operations of the library.
- G. Any group that violates library's rules.

#### **III. REGULATIONS**

- A. No smoking is permitted.
- B. No alcoholic beverages.
- C. No Fees may be charged by the organization for entrance or participation and no sales shall be allowed.
- D. Users shall abide by all local ordinances and applicable laws.
- E. Only freestanding displays may be used within the rooms without making prior arrangements with the Library Director.
- F. No organization may use the Library as its official address.
- G. No organization shall be allowed to store its equipment or supplies at the Library.
- H. A Library staff member shall have access to the room at all times.
- I. Physical activities such as exercise and sport practice/games are prohibited.
- J. The user of the Community Rooms assumes all risks of loss, damage or injury, by fire or otherwise, to persons or property, by reason of the condition of the leased premises, or by reason of the management, control or operation thereof, and releases the Glenside Public Library District (hereinafter referred to as the "Library"), its officers, employees and agents, from all claims for such loss, damage or injury, including reasonable attorney's fees sustained by the user, or by any agent, employee or guests of the user, or by any person whomsoever, whether caused by the negligence of the Library, its officers, agents or employees, or otherwise; and the user agrees to indemnify and hold harmless the Library, its officers employees and agents, against all claims for such loss, damage or injuries, sustained by the user, or by any agent, employee or guests of the user, or by any person whomsoever, whether the same be caused by the negligence of the Library, its officers, agents, employees or otherwise.

- K. Room reservations will be forfeited if no users are present in the room at any time during the scheduled reservation with exception of the first 15 minutes.

#### IV. FEES

- A. A charge of \$5/hour will be assessed for community room use. This fee will be waived for groups that can demonstrate non-profit status. Payment must be received within 5 business days of making a reservation.
- B. Definitions:
  - Non-profit organization:  
Any civic organization, unit of local government and any corporation in good standing organized and incorporated under the "General Not-for-Profit Corporation Act of 1986" (805 ILCS 105/101 et seq.)(the Act'). Also, any such foreign corporation with a valid certificate of authority to conduct affairs in Illinois pursuant to said Act.
- C. Damage:  
Any organization responsible for using the meeting room shall be billed for any damage to furnishing and/or equipment. All fees and/or bills for damage shall be paid within thirty days or prior to the group's next use of the meeting room, whichever occurs first. Failure to do so shall result in forfeiture of the right to use the Community Rooms.

#### V. PRIORITIES

- A. Library programs and sponsored groups shall have first priority.
- B. Non-profit groups will be able to submit room reservations two weeks prior to other public groups for each of the three-month registration windows.

#### VI. APPLICATION PROCESS

- A. An adult (18+) shall be required to complete the Library's application form on the Library's website. The application is approved or denied by Library Director or his designee. The adult who completed the application must be present for the duration of the room use.
- B. All organizations must submit a copy of the bylaws, constitution or statement of purpose that defines the nature of the organization and intention of the meeting if requested by the Library Director.
- C. Reservations may be cancelled if payment is not received within 5 business days of an accepted application.
- D. No organization or person shall be granted use of the Community Rooms that exceed either:
  - 1. 4 total reservations in a calendar month.
  - 2. 8 total hours in a calendar month.Exceptions need prior approval of the Library Director.
- E. Cancellations should be made as soon as possible. If a cancellation notice is not provided to the Library at least 24 hours in advance, no refund will be given and the applicant will be assessed a \$10 fee. This fee must be paid prior to any subsequent community room use.
- F. The Library reserves the right to cancel meetings for any reason.
- G. The Library reserves the right to deny use of the Community Rooms to any group either due to its refusal to comply with the Library's policies or regulations or due to prior disregard of the Library's rules or regulations.

## **VII. ADVANCED REGISTRATION WINDOWS**

- A. Advanced reservations for single or recurring meetings may be scheduled as follows:  
Starting 8/15 for September through November; (Non-Profits may begin 8/1)  
Starting 11/15 for December through February; (Non-Profits may begin 11/1)  
Starting 2/15 for March through May; (Non-Profits may begin 2/1)  
Starting 5/15 for June through August. (Non-Profits may begin 5/1)

## **IX. APPEALS**

- A. Appeals for changes in, or exceptions to, any portion of the Community Rooms policies or denials of use shall be heard by the Library Board of Trustees.
  - 1. Appeals should be made in writing. A written appeal should include the name of the organization and a statement of the reason or reasons for requesting the change or exception.
  - 2. A written appeal must be received at least two weeks prior to a board meeting date in order to be placed on the agenda for the regular meeting.
  - 3. The appeal should clearly demonstrate that the room use would not be excluded due to Exceptions (II) or Regulations (III) of this policy.
- B. The decision of the Board of Library Trustees will be based on the appeal and the document(s) submitted with the Community Rooms application.
- C. The Board of Library Trustees will prepare a memorandum summarizing the reasons for the decision rendered. Decisions of the Board of Library Trustees are final.

## **X. POLICY REVISION**

The Board of Library Trustees shall review the Community Rooms policy periodically and reserves the right to amend it at any time.

**APPROVED THIS 20<sup>st</sup> day of June, 2024**

*Isabelle Baldwin*

Board President

ATTEST:

*Christine Maes*

Board Secretary

## **Study Room Policy**

There are 5 study rooms available for patron use.

Study Room A (8 person max)

Study Room B (2 person max)

Study Room C (2 person max)

Study Room B & C (4 person max)

Study room D (3 person max)

Study Room E (3 person max)

The Conference Room is a community room, not a study room. However, the Conference Room may be used to accommodate study room overflow when it is not in use for other purposes. The Conference Room cannot be reserved ahead of time.

## **Use Policies**

Study rooms must be booked by someone high school age or older. The person booking the study room is responsible for the actions of any minors they choose to bring into the room.

Study rooms can be used for any purpose that does not violate the general library "Use of Library Facilities" policy resolution.

Staff should assign rooms with the group size as priority over preference.

Staff have the right to move reservations if it is to accommodate a larger group at all possible times.

When possible, patrons are guaranteed two hours of study room use per session. This time can extend if no one is waiting to use the room.

## **Reservations**

Reservations for Study Rooms can be made up to one week in advance from when the request is made.

A patron can have a maximum of two active reservations, but not on the same day.

A patron who is using or has used a study room is unable to make or participate in any additional reservations on the same day (Groups which have reserved or used a study room secured by one group member may not extend their time by securing a reservation for another group member).

Current study room sessions will not be ended to accommodate patrons who have previously used a study room that day.

Reservations will be held for 15 minutes beyond the scheduled session start time. If a patron does not claim the reservation by that time it will be forfeited.