

MEETING ROOM POLICY

The Bloomingdale Public Library is aware of the need for meeting space for local groups. Making available such accommodations to the public is an additional service, which the Library may render under conditions set by the Library Board. **Permission to use the meeting room does not constitute an endorsement of a group's policies or beliefs.**

Space, staff limitations and library schedules necessarily require regulatory measures, which affect the use of the meeting room. These rules may be modified for official library functions when deemed appropriate. The Library Board and Library Director reserve the right to deny permission to use the meeting rooms.

PERMISSIBLE MEETINGS

The use of the meeting room will be assigned by the Library Director in priority order to render use of the facility for the benefit of the greatest number of village residents. Priority for the use of the meeting room will be given in the following order:

1. Library sponsored meetings or programs.
2. Friends of the Library sponsored meetings or programs.
3. Non-profit organization sponsored meetings or programs.
4. Organizations engaged in educational, cultural, intellectual, civic, or charitable activities.
5. Other meetings or programs.

The use of the meeting room for meetings, by the groups and organizations in Categories #3 through #5, above, requires that the meetings must be open to the public and that at least one or more members of the group or organization are residents of the Village of Bloomingdale.

EXCLUSIONS

- Commercial groups
- Social or private functions

A meeting is defined as commercial if the group sponsoring or conducting the meeting has as the purpose of the meeting to advertise, promote, or sell a product or service; or to train and motivate its employees; or for any and all other business-related functions such as market research, interviewing applicants, etc.

No admission or donations are to be charged by any group using the meeting room, with the exception of library-sponsored programs for which fees may be charged to defray expenses. No fees may be charged to defray expenses. For the purpose of this section, the term "library-sponsored programs" means meetings or programs in which Library staff or third parties hired by the Library make the presentations, meetings of Library staff and/or volunteers and meetings or programs presented by the Friends of the Library.

Please refer to the Library's separate policy prohibiting commercial uses of the Library.

FACILITIES

The library has four (4) meeting rooms, A, B, C, and D available for community use. The rooms are located on the lower level of the library, and all are wheelchair accessible. Meeting Rooms A, B, and C have carpeted flooring. Room D has a tile floor.

Maximum capacity for each room is listed below. *Please note: Specific meeting room capacity will change with a variety of set-up styles. Please refer to the Meeting Room Set-Up Request form (Attachment B).*

Room A -	50	Room C -	40
Room B -	40	Room D -	60
Room A/B -	120		

A kitchen is available for Room A and Room B. A kitchenette is available for Room C. Room D has a sink.

The kitchen includes a refrigerator, a freezer, a microwave, a hot plate and a coffeemaker, with serving pots and warmers, for groups to use. The kitchenette includes a small refrigerator and a coffeemaker, with serving pots and warmers.

Please note that the kitchen and kitchenettes are designed to serve prepared food, not to prepare food.

Restrooms are located on the main level and the lower level. The lower level restrooms are wheelchair accessible.

PARKING

The Library has a 41-space parking lot that includes two handicapped spaces. Overflow parking is permitted in the adjoining Village lots and on the street.

EQUIPMENT

Sound

Rooms, A, B, and C, have built-in sound systems. A variety of wired and wireless microphones (hand, desk, lapel, and condenser) are available for use upon request. A portable sound system is available for Room D.

Four (4) hearing assistance receivers are available for Rooms A and B.

Audio/Visual

Portable LCD Multimedia Projector	CD/Cassette Player
36" Color television with a VCR (Room A/B)	DVD Player (Room A/B)
27" Color television with a VCR (Room C)	Overhead Projector
Screen	35mm Sound/Slide Projector
Opaque Projector	Computer for presentations

Other

Dry Erase Easels	Display Easels
Flip Chart Easels	Podiums

Built-in screens and LCD projectors are available in Room A, Room B, and Room C. A portable screen and LCD projector is available by request for Room D.

Stage

Eight (8) 6' x 8' portable stage units can be assembled in a variety of positions. One wheelchair ramp and two step units are available. The stage tops have both carpet and hard surfaces. *Please note: The stage set-up requires a large area of Meeting Rooms A/B, this will reduce the capacity (number of people) of the meeting space. The stage must be requested a minimum of one week prior to a meeting.*

Tables

Ten (10)	6' x 2'*	Sixteen (16)	5' round **
Six (6)	8' x 36"	Eight (8)	6'x 36"
One (1)	5'x 30"	Twelve (12)	33"x 33" game tables

* Tables have cornered components providing a variety of seating arrangements.

** Banquet rounds seat six (6)-eight (8) people.

RESERVATIONS

Reservations for the use of the meeting room must be made on the Bloomingdale Public Library Meeting Room Application and Agreement (attachment A). Groups will be booked in order of priority and then by date application is received with payment.

Standing reservations may be made for a six month period. Bookings will be done semi-annually. For the first six months of the year, assignments will be made by November 15. For the second half of the year, assignments will be made by May 15.

Cancellation of meetings must be made at least twenty-four (24) hours before the scheduled time by notifying the Library Director. The Library reserves the right to cancel meetings for good reason, upon reasonable notification.

HOURS

The present schedule for use of the meeting room is:

The meeting rooms must be vacated **fifteen** minutes before the Library is closed. Closing times for the Library are as follows:

Monday through Thursday	9:00 a.m. – 9:00 p.m.
Friday and Saturday	9:00 a.m. – 5:00 p.m.
Sunday	1:00 p.m. - 5:00 p.m. (Mid Sept. - Mid May)

All members of a group must be out of the meeting rooms **fifteen** minutes prior to the designated closing times. Groups must allow time for clean up, etc., so the Library can be closed **promptly** at closing times specified above.

FEES

- The Library charges a fee of **\$10.00** per meeting.*
- An additional fee of **\$5.00** per meeting will be charged for use of the kitchen.

- The fee must accompany the application when submitted to the Library Director for approval. If the application is denied, the fee will be returned. If reservations for monthly meetings are made annually, a quarterly pre-payment will be required.
- Should any unusual cleaning need to be done as a result of a group's use of the Library, a reasonable charge will be made to the group at the current janitorial rate.
- After an application is approved, fees are refundable only if the Library cancels a meeting or a meeting must be canceled due to inclement weather.

*Library, Friends of the Library and Bloomingdale Intergovernmental Group (BIG) participants excluded.

MEETING ROOM REGULATIONS

- An application for meeting room use will include the name of the group, date and times of meetings, nature of meeting, name address and telephone number of group-contact person, name address and signature of the Bloomingdale resident who is a member of the organization or group, number of people attending, and desired equipment needed.
- The Library will provide meeting room set-ups for groups. Requests must be submitted on the Bloomingdale Public Library Meeting Room Set-up Request Form (Attachment B) a minimum of twenty-four (24) hours in advance of the meeting time.
- Library audiovisual equipment is available to groups using the meeting room. The Library will not supply an equipment operator. If instruction in the use of the equipment is necessary, arrangements must be made with the Library Director at least twenty-four (24) hours in advance of meeting time.
- Light refreshments (equivalent to coffee and cookies) may be prepared in the kitchen and kitchenette. The Library Director must approve service of all refreshments. Groups must supply their own coffee, cream, sugar, and paper goods. Each group using the kitchen or kitchenette is responsible for clean up before leaving.
- No food or beverages may be stored in the Library's refrigerators or freezer other than the day of the scheduled meeting.
- All preparations for refreshments must be made in the kitchen or kitchenette areas, and not in the lobby area or meeting room.
- Smoking is not permitted anywhere in the Library, including all meeting rooms, lobbies, restrooms, etc.
- No alcoholic beverages, drugs, or contraband may be used and/or in possession of on Library premises.
- Decorations must be limited to those items which can stand on the floor or a table, and which conform to fire regulations.

- Nothing may be attached to walls or ceilings of the meeting room other than walls designed for displays. Items may not be left on walls.
- Minors under the age of eighteen (18) may use the meeting room with one adult supervisor, who is at least twenty-one (21) years of age, for each six (6) minors, who will assume complete responsibility for the activities in and condition of the premises.
- Any raffles or gambling conducted by an organization on Library premises must comply with applicable Village of Bloomingdale Ordinances and Statutes of the State of Illinois.
- Use of the name or address of the Library as the official address or headquarters of an organization is prohibited.
- Use of Library telephones for personal calls by members of an organization is not permitted. A pay telephone is available in the first floor lobby for public use. Library staff will not deliver personal messages to organization members.
- In fairness to all, a single group may not use the meeting room more than once a week.

VIOLATIONS

If a group violates one or more of the above meeting room regulations, the group will receive a written Bloomingdale Public Library Meeting Room Violation Notification. A group will be denied use of the facility upon receiving the third Violation Notice.

LOSS OR DAMAGE

In the case of vandalism, theft, fire, flood or other natural disaster, the Library is not responsible for loss or damage to the organization's property stored within the building. However, each organization will promptly pay for any and all damage or injury to or loss of Library property which may occur as a result of the use of the premises.

AMERICANS WITH DISABILITIES ACT (ADA)

The Library requires all groups or individuals utilizing its meeting room to publish and/or distribute a notice, several weeks prior to the meeting, in substantially the following form:

INDIVIDUALS WITH DISABILITIES WHO PLAN TO ATTEND (INSERT TITLE) MEETINGS AND WHO REQUIRE CERTAIN ACCOMMODATIONS TO PARTICIPATE ARE REQUESTED TO CALL (INSERT NAME AND NUMBER) ONE WEEK IN ADVANCE OF THE MEETING DATE.

INDEMNIFICATION OF LIBRARY

The organization shall agree to indemnify, save harmless and defend the Board of Library Trustees of the Village of Bloomingdale, DuPage County, Illinois, members of the Board of Trustees of the Village of Bloomingdale and their respective officers, agents, and employees from and against any and all claims, demands, causes of action, and liabilities including all costs and reasonable attorney's fees in any manner caused by, arising from or incident to the organization's use of the Bloomingdale Public Library's meeting room and other facilities.

WAIVER OR VARIATION REQUESTS

Requests for waiver or variation of any of the meeting room regulations may be made to the Board of Library Trustees. Requests must be submitted in writing on a **Waiver or Variation Request Form** available upon request from the Library Director.

APPEAL

A person or group denied permission to use the meeting room may appeal such denial at the next regularly scheduled meeting of the Board of Library Trustees. The appeal must be submitted in writing on a Waiver or Variation Request Form available upon request from the Library Director.

The Board of Library Trustees of the Bloomingdale Public Library will review the meeting room policy and regulations periodically, and reserves the right to amend them at any time.

Approved by the
Board of Library Trustees
May, 2004