



Public Library District

## MEETING ROOM POLICY

In keeping with the American Library Association's Library Bill of Rights, the Glenwood-Lynwood Public Library District makes its meeting rooms available as "designated and limited forums" for meetings and programs conducted by individuals and not-for-profit groups on subjects of civic, cultural, governmental, or educational interest. The library reserves the right to request a copy of an organization's 501(c)(3) or tax exempt status.

The meeting rooms will not be denied to any person or organization because of any protected class status, the meeting room facilities will be made available on an equitable basis, regardless of the beliefs or affiliations of groups requesting their use. Use of the library meeting rooms' does not constitute the library's endorsement of the viewpoints expressed by the participants in the programs.

Priority for the use of the meeting rooms will be given in the following order:

- Library sponsored meetings, programs, or events
- Meetings, programs or events sponsored by not-for-profit organizations or government agencies located in the Glenwood-Lynwood Public Library District area or serving its residents. Not-for-profit organizations include those engaged in civic, cultural, governmental, or educational activities.
- Meetings, programs or events sponsored by not-for-profit organizations located outside of the Glenwood-Lynwood Public Library District that serve residents of the Glenwood-Lynwood Public Library District.

The meeting rooms **may not** be reserved for any of the following:

- Commercial uses, including any meeting or program involving sale, advertising, solicitation, or promotion of products or services.
- Activities that are purely social in nature, such as baby showers, graduations, parties, reunions, meet and greets, etc.
- Gambling or other illegal activities.
- Employee recruitment programs.
- Fundraising events, programs, or activities.
- Religious worship services or proselytizing (*to recruit someone to join one's party, institution, or cause*).

- Political rallies or electioneering events, including, but not limited, to, events supporting or opposing a candidate or candidates for office, or a question of public policy appearing on a ballot.

All users are responsible for complying with the Americans with Disabilities Act, which requires that a meeting be provided in an accessible format in response to a request. Groups may not charge admission nor solicit or require donations for their meetings. NO goods or services may be solicited or sold, except for library-sponsored events. Individuals or groups may only include the library's name and address in any publicity or promotional materials. Groups are not required to allow access to the general public and may hold a private meeting. However, a library representative must be allowed to attend or have access to any gathering that is taking place on library property, if requested.

The library reserves the right to refuse the use of the meeting room to any group or any activity which may interfere with the ordinary functions and activities of the library, or which may cause excessive noise, a safety hazard, or a threat to public health, safety, and property.

Reservations for meeting space must be made no later than 3 business days before date of meeting, to the library's business office. Meeting rooms may be reserved by a person, aged 18 or older and must have a current Glenwood-Lynwood Library card in good standing. The contact person must be present during the ENTIRE time the room is being used to ensure compliance of this policy. This contact person is responsible for the willful or accidental damage of the library building, furniture, grounds, equipment or materials. In the case of a serious disturbance the group will be asked to vacate immediately, with no refund of fees, and the police will be called to handle the disturbance. Authorization to use the meeting rooms is not transferable to any other individual or organization.

The Glenwood-Lynwood Library reserves the right to modify this policy and to cancel any reservation of the meeting rooms due to unforeseen circumstances. The library may also cancel a group's current and future reservations if the meeting room policy is violated.

Meeting room users agree to indemnify and hold harmless the Glenwood-Lynwood Public Library District, its Board of Trustees, and all library staff for any all accidents or incidents which may occur on library premises.

The Library Director or his/her designee will have complete administrative authorization and responsibility for the approval of applications and the scheduling of the meeting rooms.

Adopted 11/2008  
Revised 5/2009; 11/2015, 8/2018

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## Meeting Room Application

Please review the Library's Meeting Room Policy before filling out application. Returned completed application with payment (*check or money order made payable to the Glenwood-Lynwood Public Library*) to:

Glenwood-Lynwood Public Library District  
Doreen Berrien, Business Office  
19901 Stony Island Avenue  
Lynwood, IL 60411

708-758-0090 x25

*Meetings cannot begin before the library is open to the public,  
and must conclude no later than 15 minutes before the library is to close for the evening.*

Date: \_\_\_\_\_

Full Legal Name of Organization- \_\_\_\_\_

Permanent address of organization \_\_\_\_\_

Phone number \_\_\_\_\_

email address \_\_\_\_\_

Name of Responsible person for organization \_\_\_\_\_

phone # of contact \_\_\_\_\_

Glenwood-Lynwood Library card cardholder \_\_\_\_\_ library card number 2 6088 \_\_\_\_\_

Description of meeting to be held: \_\_\_\_\_ Circle one: Civic Cultural Educational

Date Requested: \_\_\_\_\_ Time requested \_\_\_\_\_ Projection Screen? \_\_\_\_\_

Approx # of attendants \_\_\_\_\_ Serving Food \_\_\_\_\_ Type of food \_\_\_\_\_

Over Please



## Meeting Room Arrangements and Fees

Fees for renting meeting rooms are as follows:

Glenwood-Lynwood library card holder in good standing:	Room 1 or 2 - \$25 per 4 hour occurrence
	Room 1 & 2 - \$50 per 4 hour occurrence
No Glenwood-Lynwood library card	Room 1 or 2 - \$75 per 4 hour occurrence
	Room 1 & 2 - \$100 per 4 hour occurrence

*Meeting Room Fees must be paid at time of application.*

*No refunds will be given once the room(s) are reserved if a cancellation occurs other than by the Library.*

Large Meeting Room seats 80. If divided, each room seats 40. These numbers indicate stadium seating. The rooms will not hold the same number of people with a table set up. The library has ten 3 ½ foot tables and six 6 foot tables for public use.

Room Requested:      Meeting Room 1 or 2 (small)                      Meeting Room 1& 2 combined (large)

### Meeting Room Setup

**Stadium** \_\_\_\_\_ (best for movies etc)

**Panel** \_\_\_\_\_ (best for meetings where you have a panel talking to an audience)

Seats \_\_\_\_\_

Tables \_\_\_\_\_

Seats \_\_\_\_\_

If you would like a different setup, please attach a diagram.

**I have read the GLPLD Meeting Room Policy and agree to all terms contained within. I hold the Library harmless for any reason during the use of the meeting room(s).**

**Applicant Signature:** \_\_\_\_\_

### Office Use Only

**Received Fee Payment** \_\_\_\_\_ **cash/check #** \_\_\_\_\_ **Staff Date/Time/Initials** \_\_\_\_\_

**Director Approval** \_\_\_\_\_ **date** \_\_\_\_\_

**List of Damages occurred during room rental:**

**Staff Signature** \_\_\_\_\_ **date** \_\_\_\_\_