

MEETING ROOM POLICY

The Riverdale Public Library District reserves the right to modify this policy and to cancel any reservation of the meeting room due to unforeseen circumstances. The library may also cancel a group's reservation/s if the meeting room policy is violated. Meeting room users agree to indemnify, defend, and hold harmless the Riverdale Public Library District, its Board of Trustees, and all library staff for any and all accidents which may occur on library premises as a result of the user's activities. The Library Director or their designee will have complete administrative authorization and responsibility for the approval of applications and the scheduling of the meeting room. Approval of the individual meeting situations will be determined by the Library Director or their designee. The Riverdale Public Library District Administration reserves the right to waive portions of this policy as is deemed appropriate.

The Riverdale Public Library District provides their meeting room as a limited public forum to support the cultural, educational, informational, and recreational needs of the community. Library meeting room use will not be denied to any person or organization because of race, color, religion, national origin, ancestry, age, sex, marital status, sexual orientation, unfavorable discharge from military service, political affiliation, physical challenges, or any characteristic that is currently protected by applicable law.

Use of the library meeting room does not constitute the library's endorsement of the philosophies, practices, or viewpoints, participants, or attendees. First priority use of the meeting room is given to library-sponsored meetings or programs. Barring extenuating circumstances, reservations for the meeting room must be made within 7 days of the date requested. In addition to library-related programs, the following groups may use the meeting room for cultural, civic, and informal education purposes: non-profit organizations, local businesses holding training, local condo and townhome associations or other non-commercial meetings. The library reserves the right to request a copy of an organization's non-profit status.

The meeting room may not be used for: (1) gambling activities, including but not limited to bingo, raffles, and games of chance for monetary prized or other items of value; (2) political rallies, campaigning, or electioneering; (3) commercial functions, including but not limited to sales presentations of any kind or meeting of or for for-profit entities; (4) film screenings that are not library-sponsored programs or events; or (5) any other activity that materially or substantially interferes with the ordinary functions of the library and/or may cause excessive noise; create safety hazards or risks; create threats to public health, safety, or property; or violate the library's Patron Behavior Policy.

All users are responsible for complying with the provisions of the Americans with Disabilities Act (ADA), which requires that a meeting or materials at the meeting be provided in an accessible format in response to a request. Individuals and groups may not charge admission nor solicit or require donations for their meetings. No goods or services may be solicited or sold, except at library-sponsored events. Individuals and organizations reserving use of the meeting room are responsible for their own publicity. All publicity must state that the Riverdale Public Library District is not a sponsor of the organization and its program. Only the library's name and address may be included in any publicity or promotional materials; the library's telephone number may not be used for any purpose, nor is the library to be included as the source of further information, registrations, or messages regarding the event.

To use a meeting room, a representative of the group must take responsibility for the group's use of the room by the Meeting Room Application. This individual must be 18 years of age or older with a Riverdale Public Library District cardholder in good standing. **Official government agencies, nonlocal Non-profit groups, and nonlocal businesses are exempt from the cardholder requirement.** This contact person

is responsible for the willful or accidental damage of the library building, furniture, grounds and equipment, or materials. Authorization to use the meeting room is not transferable to any other individual or organization. In the case of behavior conflicting with the Patron Behavior Policy, the group will be asked to vacate the room immediately.

Use of the meeting room on an individual basis is subject to availability. Barring any reservations or scheduled library programs, the meeting room is accessible to all patrons when the library opens (10AM Mon-Sat), until close (6PM Mon-Thurs; 5PM Fri; 2PM Sat).

MEETING ROOM REGULATIONS

1. Hours

Meetings may be scheduled on days when the library is open, at the following times:

Monday - Thursday: 10:30am - 5pm

Friday: 10:30am - 4pm

Saturday: 10:30am - 1pm

Meeting room doors will open 30 minutes before the scheduled time of meeting. The meeting room must be vacated no later than 5:30pm Monday through Thursday, 4:30pm Friday, and 1:30pm Saturday.

2. Fees

No fees are charged to Library-sponsored groups, Federal and State Government agencies, Riverdale residents, local Non-profit Groups, non-commercial events, and the Riverdale Chamber of Commerce.

Cleaning Deposit

There is a refundable deposit of \$25 due at time of reservation of the room. Deposit will be returned to the contact/organization once the meeting has concluded and the meeting room is left in the state it was reserved. If the meeting room has to be cleaned as a result of the applicant's negligence, the deposit will not be refunded.

Use of audio-visual equipment requires a refundable fee of \$150.

Nonlocal Non-profit Groups

\$20 per hour for use of the meeting room to be reserved by the hour.

Businesses

\$50 per hour for use of the meeting room to be reserved by the hour.

Fees must be paid at the time the application form is submitted unless previous arrangements have been made with the Administrative Staff. Fees are refundable if for any reason the Riverdale Public Library District cancels a meeting. In cases where an organization or an individual cancels a meeting at least one week (seven days) before the scheduled meeting date, the meeting room fee will be reimbursed. If a meeting is canceled less than one week before the date of the meeting, the meeting room fees will not be reimbursed. Library Administrative Staff members reserve the right to waive any fees as deemed appropriate.

3. Meeting Room Set-Up

A. In Auditorium arrangement, capacity is 25 seats (no tables)

B. In Classroom arrangement, capacity is 4 tables and 16 seats

C. In Conference arrangement, capacity is 4 tables and 16 chairs

Please note: Tables and chairs are subject to availability

4. Audio-Visual Equipment

Use of audio-visual equipment requires a refundable deposit of \$150 to be paid at time of reservation of the room. Any group or person using the meeting room may request at time of application the use of audio-visual equipment in the meeting room. Use of equipment may be limited by equipment availability. Please confirm audio-visual use with the Administrative Staff at the time of reservation and deposit.

5. Food

Food preparation is not permitted. Bottled water/coffee and box lunches are permitted. Sterno cooking fuel, and other products used to heat food, are prohibited. All supplies such as cups, napkins, etc., must be provided by the contact/organization. Clean-up is the responsibility of the contact/organization.

6. Damage

Damage resulting from the use of the meeting room that requires replacement or professional cleaning will be the responsibility of the person or organization using the room. The person/organization will be barred from further use of the room and the contact person's library card will be blocked until such damages are paid.

7. Staff Assistance

The meeting room and any equipment will be set up in advance as requested on the Meeting Room Agreement form; room setups and equipment will not be charged on the day of the meeting.

8. Penalties

The failure to comply with the above regulations will result in the loss of meeting room privileges; the contact person will be responsible for the payment of any fines that result from damage to the meeting room; and in the case of a serious disturbance, the police will be called.

9. Application for Use

Written application for use of the meeting room shall be made on an approved form by a qualified representative of the Riverdale Public Library District.

RIVERDALE PUBLIC LIBRARY DISTRICT MEETING ROOM APPLICATION

Name of Organization/Group: _____

Type of Organization/Group:

- Community _____
- Government _____
- Nonprofit (local) _____ (nonlocal) _____
- Business (local) _____ (nonlocal) _____

Contact Person (must be 18+): _____

Riverdale Public Library District Card # (if applicable): _____

Address of Contact Person: _____

Phone number of Contact Person: _____

Day/Date/Time Requested: _____

Purpose of reservation: _____

Auditorium Setup _____ Classroom Setup _____ Conference Setup _____

Audio-visual Equipment Requested: (TV, Projector, Screen, Bluetooth Speaker, Microphone)

Request to serve Refreshments: Yes _____ No _____

Please indicate the refreshments that will be served: (please see #5 for limits)

I have read the Meeting Room Policy and the Meeting Room Regulations and my signature on this application indicates that I agree to comply with both as stated:

Signature: _____

Riverdale Public Library cardholder in good standing (if applicable) _____

Application received on: _____ Fee received: _____

Staff member receiving application: _____ Approved by: _____

HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, the undersigned hereby agrees to defend, indemnify and hold harmless the Riverdale Public Library District, its officials, agents and employees, arising in whole or in part from their negligent use or intentional misuse of the Riverdale Public Library Meeting Room, except that arising out of the negligence or willful misconduct of the Riverdale Public Library District, its officials, agents or employees.

The invalidity or unenforceability of any of the provisions hereof shall not affect the validity or enforceability of the remainder of this Agreement.

Agreed this _____ day of _____, 20_____.

(Name of Vendor/Individual)

By: _____
Printed Name and Title

Nothing set forth in this Agreement shall be deemed a waiver by the Library of any defenses or immunities relating to any person or entity or their property, that are or would be otherwise available to the Library or their Representatives under the provisions of the Illinois Local Government and Governmental Employees Tort Immunity Act, or that are otherwise available to local governments and their corporate authorities, officers, employees, agents and volunteers under the common law of the State of Illinois or the United States of America.