

Cicero Public Library
Meeting and Conference Rooms Policy

The Cicero Public Library provides meeting space for individuals and groups as a public service. Our Meeting Room and Conference Room may be reserved by area residents, individuals from neighboring communities, community groups, non- or not-for-profit groups at the discretion of the Library Director. The booking of our meeting spaces does not imply Library endorsement of the content and speakers of meetings held at the Library. In making such rooms available, the Library aspires to meet the principles sent forth in the Library Bill of Rights.

All meetings must be open to the public without charge. An exception is made for meetings of staff, committees, commissions, The Cicero Public Library Board of Trustees as well as other governmental bodies which may, when permitted by law, be closed to the public. Exceptions for private use of the Conference Room for quiet study, research and interviews may be made by the Library Director.

MEETINGS

When not needed for Library use, the Meeting and Conference Rooms are available on a first-come, first served basis for meetings that are educational, cultural, political, civic or charitable.

Meetings may not disturb the normal operations of the Library or pose a safety hazard.

The sale, advertising, solicitation or promotion of products or services is not allowed.

Admission fees, fundraising and collecting donations are not permitted before, during or after meetings. Off-site admission fees or pre-payment to attend a meeting is not allowed.

The Meeting and Conference Rooms may not be used for private social gatherings or parties.

RESERVATIONS

In order to reserve a meeting space a completed application must be submitted to and approved by the Library Director.

Because the Library Director has final approval of all reservation requests, applications submitted two weeks or closer to the requested date(s) have no guarantee of a timely response.

Permission to use a room may be denied or cancelled if the activity appears to materially and substantially interfere with proper functions of the library, such as excessive noise, a significant safety hazard or a significant security risk.

Approval for room use once does not imply approval for future room usage; individual applications must be made for each date desired. Requests may be submitted in a batch; each request will be reviewed individually.

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SPECIFICS

1. The person applying for room use must be age 18 or older.
2. The room applicant and the group/organization, which the applicant represents, shall be jointly and severally liable for any breakage, damage or theft of any library property caused by members or guests of the group/organization.
3. The applicant must be present at the entire meeting, since he/she is one of the responsible parties.
4. When a group finds it necessary to cancel a meeting, it should promptly notify the Library Director.
5. Use of a room is limited to groups/organizations who allow access for free, unless it is a library-sponsored program, for which a fee may be charged to defray expenses.
6. Smoking and alcohol are not allowed in the Meeting and Conference Rooms.
7. Room usage may be scheduled only on days and during hours when the library is open.
8. Permission to use a room does not constitute endorsement of the subject matter of the meeting, nor the organization's beliefs and policies. As a result, publicity on non-library sponsored meetings must in no way imply library sponsorship.
9. Use of the library's mailing address or phone number by non-library-sponsored groups or organizations, as a means to pre-register participants, will be grounds for cancellation of room-use privileges.
10. The Library Director must approve all advertising pertaining to non-library sponsored meetings before posting on library property.
11. Groups or organizations may not store equipment or materials in either room.
12. Non-library sponsored room usage may begin one half hour after the library opens.
13. Each non-library-sponsored meeting must end at least 30 minutes before the Library closes. A library staff representative will inform the group/organization 45 minutes before the library closes that the meeting must conclude in 15 minutes. A representative of the group/organization must notify the Circulation Desk when the meeting has concluded.
14. Library Staff will set up tables and chairs per the group/organization spokesman's request. At the conclusion of a meeting, the group/organization is responsible for placing the room in the condition existing before the meeting commenced. Library Staff will take down tables and chairs.
15. Attaching anything to the walls or the ceiling of the rooms is prohibited.
16. Use of library equipment is limited. If library equipment is to be used, the Library Director will decide whether a staff member must be present to ensure correct operation of the equipment.
17. Refreshments are limited to light refreshments such as cookies and coffee. Those using a room must provide all of their own supplies.

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18. It is the responsibility of the group/organization to ensure compliance with fire code restrictions relating to occupancy limits:

Meeting Room

50 people seated in rows without tables

30 people seated at tables.

Conference Room

8 people seated at the conference table and 6 people seated at the side table.

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Room Usage Application
Cicero Public Library
5225 W. Cermak Road
Cicero IL 60804

(Please print)

Requesting use of: (check one) _____ Meeting Room _____ Conference Room

Requested for: _____
Date Time

Name of Group/Organization: _____

Name of Applicant: _____

Address of Applicant: _____

City/Town, State, Zip

Daytime Phone # _____

Email _____

Estimated Number of People Attending: _____

Name of Program/Purpose of Meeting: _____

Those attending non-library sponsored events are asked to park in the Library Parking Lot.

I understand that the Cicero Public Library and all employees working for the Library are not liable for any accidents or injuries incurred while the aforementioned group is using Library facilities. The group/organization using a room assumes all responsibility in case of injury and assumes financial liability for medical expenses of its members. The group/organization releases, waives, absolves and indemnifies the Library from any financial responsibilities.

By my signature, I agree to follow the policies and rules of the Cicero Public Library Meeting and Conference Rooms Policy, a copy of which I have reviewed.

Applicant Date

Approved by:

Title Date