

Meeting and Conference Rooms Policy

- A. The Library provides the use of some of its space as a service to groups and organizations, provided space is not already reserved for use by Library-related programs or other groups/organizations, under conditions established by the Cicero Public Library Board of Trustees. Use of a room is governed by the following conditions and regulations.
- B. Rooms are available for use for up to four hours according to the following fee structure:

Meeting Room

Non-profit Cicero groups/organizations - No charge

Political and For-profit Cicero groups/organizations - \$250

Non-profit groups/organizations from outside Cicero - \$100

Political and For-profit groups/organizations from outside Cicero - \$500

Conference Room

Non-profit Cicero groups/organizations - No charge

Political and For-profit Cicero groups/organizations - \$250

Non-profit groups/organizations from outside Cicero - \$100

Political and For-profit groups/organizations from outside Cicero - \$500

Applicants may submit fee waiver requests directly to the Library Board of Trustees.

To obtain permission to use a room, all of the above are required to submit to the Administrative Director a Room Application accompanied by a \$100 damage/cleanup deposit, which will be refunded if no damage is incurred nor cleanup required. Applications may be obtained from Administration Monday - Friday 9:00 am - 4:00 pm. **Non-profits shall provide articles of organization, bylaws and any other requested documentation to established non-profit standing.**

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

- D An application(s) must be submitted at least 15 days prior to any meeting date(s) requested. The Administrative Director will endeavor to communicate a decision to the applicant by the first business day of the following week. Applicants may make in person requests for immediate room usage if rooms are not in use. Approval of these requests are subject to the discretion of the Library Director. Applicants must supply a valid ID and any requested proof of insurance.
- E 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. Requests may be made only for dates within two months of the date of the application/request.
- F A group or organization which has been denied permission to use a room by the Administrative Director may appeal the denial to the Library Board of Trustees at the Board's next regularly scheduled meeting. However, written notice of the appeal and all supporting written documentation are to be delivered to the Administrative Director at least five business days before the Board Meeting. At this Board meeting, the appellant may be granted up to fifteen minutes for a presentation that would support reversal of the Administrative Director's denial. The Board of Trustees will deliberate on the appeal in open session and will attempt to complete its findings of fact and to reach a decision at the meeting, unless additional information is deemed necessary.
- G A Library staff member will check the room before and after each scheduled use, and the Administrative Director will notify in writing the person who applied to use the room of damage incurred or cleanup required as well as any violations of the meeting room regulations. The Administrative Director will also notify the Board of Trustees which may consider suspending the privilege of using a room to that group/organization. The Board of Trustees, after giving proper notification and due process to that group/organization, may suspend the group/organization's room-use privileges.
- H The Board of Trustees of the Cicero Public Library will review the Meeting and Conference Room Policy and regulations and reserves the right to amend them at any time. The following rules apply to room use:
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 notify promptly the Administrative Director. If cancelled less than 24 hours in advance of the meeting, possible loss of deposit may result. Repeated cancellations, or no shows will result in future denials.
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. No smoking or alcohol is 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 group's or 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 Administrative Director must approve all advertising pertaining to use of the meeting room or conference room.
11. Groups or organizations may not store equipment or materials for use in the meeting room.
12. Non-Library-sponsored room usage may begin one half hour after the Library opens.
13. Each non-Library-sponsored meeting must end 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 Administrative 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.
18. The use of a room may not be assigned or sub-letted to a group that was not the applicant.
19. It is the responsibility of the group/organization to ensure compliance with fire code restrictions relating to occupancy limits:

Meeting Room - 120 people standing or 56 people seated at tables and chairs.

Conference Room - 35 people standing or 17 people seated at tables and chairs.

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 # _____

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.

This application will not be considered if not accompanied by the appropriate fees. (See Section B)

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: _____

_____ Title Date